

YOUTH MINISTRY LAB

A Ministry of Southwestern Baptist Theological Seminary

Dear Exhibitor,

We are so excited about your participation in Youth Ministry Lab 2018! To better serve you, we have:

- (1). expanded the times you will have high traffic at your booth (see the attached schedule)
- (2). created an option for you to have a full booth in the Riley Center (where all training for adults will be conducted) AND an information table in the lobby of MacGorman Chapel (where all three major worship services will be held)
- (3). created an option for you to place an ad in a new Conference Guide that every participant will continually use for all information about the weekend
- (4). created an opportunity for you to use giveaways to draw attention to your ministry and services--during two extended, high-traffic periods. (If you would like to provide a give-away, you may list it during your online registration. If you already have registered and now want to add a giveaway, you may write youthlab@swbts.edu. Or, you may let us know when you arrive).
- (5). created an option for you to show a slide regarding your ministry, rotating in the lobbies of buildings or before worship in the main auditorium

If you have not done so, please visit www.youthministrylab.com to register! Please set up in the Riley Center between 11:30 am and 2:00 pm on Friday, April 6. You will be greeted by someone on our committee at the exhibitor registration table. We will provide you with your name tag(s) and introduce you to your point person for any questions.

Also, we are excited to provide an exhibitors' hospitality room with drinks and snacks during the weekend. There will also be access to wifi during the weekend.

If you need to mail anything in advance we can provide storage for free. Mail to: **Youth Lab, 2101 Yates St., Fort Worth, TX 76115.** Please label boxes as **“Booth”** or **“Insert.”**

Please send inserts to the above address by **March 13** as well as the attached indemnity agreement signed or a Certificate of Liability Insurance. If you would like your items shipped back to you once the conference is over, please complete the attached form.

With great excitement and anticipation,
The 2018 Exhibitor Committee



Exhibit Hall Schedule for Youth Ministry Lab 2018

Friday, April 6, 2018

11:30 am-2:00 pm: Check-In, Set Up

2:00-6:00pm: Exhibits Open

6:00-7:15 pm: Exhibits Closed

7:15-10:45 pm: Exhibits Open

7:15-8:15 pm: Dinner served at booths. Giveaways

Saturday, April 7, 2018

10:15-11:00 am: Snacks served at booths. Giveaways

11:00 am-12:00 pm: Exhibits Closed

12:00-1:15 pm: Lunch served at booths.

2:30 pm: Breakdown

Notes:

Exhibitor lounge will be open during all breakout and worship sessions.

Lunch is not provided for YML Exhibitors, but lounge will be open during breaks.

We ask that when the Exhibits are open at least one representative remain at the booth.

EXHIBIT OPTIONS

Single Booth* \$250

Double Booth** \$350

Triple Booth** \$450

*Single booth fee includes registration for two persons (\$70 for each additional person)

**Fee includes registration for four persons (\$70 for each additional person)

All booths include table and skirt, and draped sides and back. Booth electricity and wifi is free.

OPTIONAL EXHIBITOR PACKAGES

SILVER LEVEL \$100

- Small gift/brochure for attendee bags.

GOLD LEVEL \$250

- Small gift/brochure for attendee bags.
- Slide for advertisement loop to be shown in the lobbies during event.
- Logo/ad printed inside of Conference Guide inside each of our attendee bags.
- Receive information table placed in MacGorman Chapel in addition to booth space in the Riley Center.

PLATINUM LEVEL \$300

- Small gift/brochure for attendee bags.
- Slide for advertisement loop to be shown in the lobbies during event.
- Logo printed inside of Conference Guide inside each of our attendee bags.
- Information table placed in MacGorman Chapel in addition to booth space in the Riley Center.
- Advertisement slide to be looped during main session times in MacGorman Chapel.
- Will be announced from the main stage on the opening night.

Guidelines for Exhibits / Vendors

Riley Center, Southwestern Baptist Theological Seminary

The following guidelines pertaining to exhibits/vendors must be observed. The standard floor space allocation for an individual exhibit is 8' x 6'. This includes a skirted rectangular table and two chairs.

1. In advance of the event, exhibitors/vendors must be registered with the event client.
2. Helium-filled balloons and/or “lighter-than-air” objects may not be used.
3. Lighted candles or other open flame items may not be used.
4. Live animals may not be used.
5. Exhibitors/vendors set up and take down their own exhibit within the time frames specified by the event client.
6. Exhibitors/vendors are responsible for the security of their exhibit contents. The Riley Center is normally secure to outside traffic during non-event hours.
7. Exhibitors/vendors must not exceed their assigned space allocation. Additional floor stands, backboards, dioramas, backdrops and other additional items – anything that does not fit on the table top or extends beyond the 8' x 6' floor space allocation –should not be used. **NOTE:** If your exhibit requires additional floor space for such items you should arrange for a double or larger exhibit space from the event client.
8. Exhibitors requiring electrical supply must request it from the event host client. Oversized electrical items/appliances must be approved in advance. Electrical service for exhibits is limited.
9. Exhibitors are responsible for disposing of unwanted materials generated by their display including empty boxes, papers, promotional materials, etc. The Seminary is not responsible for the security or accountability of items left in Riley Center.
10. Exhibitors must not tape, nail, staple, etc., anything to the walls or other parts of the building.

Please direct questions about exhibits and exhibit space allocation/use to youthlab@swbts.edu

Indemnity Agreement

Premise user and its employees, agents, visitors, invitees, and licensees (hereafter collectively called "Premise User") shall observe faithfully and comply strictly with the Facility Use Guidelines set forth in the attached document (Facility Use Guidelines) which is incorporated for all purposes. Seminary shall at times have the right to change such Guidelines or to promulgate other Guidelines in such reasonable manner as may deem advisable for the safety, care or cleanliness of the premises and for the preservation of good order therein.

Premise User agrees to indemnify, defend and hold the Seminary harmless against any and all liabilities, obligations, claims, losses, damages, penalties, actions, judgments, suits, costs, expenses or disbursements of any kind or nature which may be imposed on, incurred by, or asserted against the Seminary arising out of or related in any manner to Premise User's use of the Premises, including but not limited to any negligent act of omission of the Seminary, its officers, agents or employees.

*Please complete this form by *March 13, 2018*

DATE: _____

ORGANIZATION NAME: _____

SIGNED: _____

When completed please send to:

Attn: Youth Ministry Lab
Southwestern Baptist Theological Seminary
P.O. Box 22446
Fort Worth, TX 76122

Youth Ministry Lab 2018 Exhibitor Shipping Request Form

Your name: _____ Date: _____

Ship to address:

Name: _____

Institution: _____

Address: _____

City: _____ State: _____

Zip: _____ Phone: _____

Email: _____

Ship via:

UPS

Next-Day Air

Regular Air (3 week days)

Ground (5-6 week days)

FedEx

Other: _____

Reason for shipment: _____

Method of payment:

Pre-paid Carrier account: _____

Credit Card #: _____

Security Code (Back of Card): _____

VISA _____ Master Card _____ Discover _____ Other _____

Shipment must arrive by: _____

Insurance: none

declare \$ _____

Note: Missing or insufficient information may subject shipment to delay.

We must ship your package by UPS because they are the only company that accepts credit card information from SWBTS location.

User Shipping Form Attachment

Total #. of Boxes: _____

Box 1 of _____

Items	Description

Total weight of this box = _____ lbs.

Box dimensions: _____

Box 2 of _____

Items	Description

Total weight of this box = _____ lbs.

Box dimensions: _____

Box 3 of _____

Items	Description

Total weight of this box = _____ lbs.

Box dimensions: _____

Box 4 of _____

Items	Description

Total weight of this box = _____ lbs.

Box dimensions: _____

Your Signature

Date