

EXHIBITOR REGULATIONS

31st GENERAL ASSEMBLY & CONVENTIONS

Thursday, 24 June – Monday, 28 June 2027

Kansas City Convention Center | Kansas City, Missouri, USA

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NAME

Approval: The General Assembly Arrangements Office for the Church of the Nazarene, a ministry of The Church of the Nazarene, Inc., a Missouri, nonprofit corporation, (hereafter referred to as “the Arrangements Office”) has approved the availability of space for professional Exhibitors. In order to be given priority placement consideration, **all applications and deposits must be received by 1 February 2027.** After this date, space will be granted on a first-come, first-served basis only with no guarantee of space availability. Professional Exhibitors should represent a distinct and widespread resource or service to churches and/or church attendees. The Arrangements Office reserves the right to refuse exhibition space to any organization whose application does not comply with the provisions of this Contract. Admission will not be granted to an exhibitor whose products or services or corporate ethos are deemed inconsistent with the values of the Church of the Nazarene by the Exhibit Committee and/or the Arrangements Office, or whose products or services are in direct competition or conflict with those sponsored by official Church of the Nazarene departments, entities, or institutions (including The Foundry Publishing and Nazarene institutions of higher education).

Booth Fees: The following fee structure applies to booth reservations for the 2027 Exhibit Hall.

\$1,750.00 USD	Standard Inline Booth	minimum 100 sq, plus <i>one</i> aisle side
\$2,000.00 USD	Corner Booth	minimum 100 sq, plus <i>two</i> aisle side
\$3,700.00 USD	End-Cap Booth	minimum 100 sq, plus <i>three</i> aisle sides
\$9,500.00 USD	Island Booth	minimum 100 sq, plus <i>four</i> aisle sides

A \$500 advance deposit (included in the fee structure above) is required before any application will be considered for approval. Full payment is due upon approval of application with online registration. This deposit is fully-refundable, should application approval not be granted.

Payment of any outstanding balance is due to the Arrangements Office no later than 6 March 2027. Only U.S. currency will be accepted. The Arrangements Office reserves the right to restrict delivery of freight at show site until final payment has been received, without the Church of the Nazarene or its contractors incurring any liability whatsoever. The Arrangements Office may accept late payments, partial payments, or any checks or money orders marked as being payment in full or as being a settlement of any dispute without losing any of its rights under this Contract or under the law. Accepting such payments does not mean the Arrangements Office has changed this Contract in any way. Exhibitors who submit payments that are returned unpaid by their banks will be placed on a cash-only restriction from that point forward.

Hours of Operation: The official hours of operation for the Exhibit Hall will be as follows (all times are CDT):

Pre-show inspection	TBD
Thursday, 24 June 2027	2:00 PM – 8:00 PM
Friday, 25 June 2027	9:00 AM – 6:00 PM
Saturday, 26 June 2027	9:00 AM – 6:00 PM
Sunday, 27 June 2027	12:00 PM – 6:00 PM
Monday, 28 June 2027	10:00 AM – 2:00 PM

Exhibit space will be accessible to professional exhibitors for move-in beginning at 8:00 AM on Wednesday, 23 June 2027. Move-out (tear-down) will begin immediately following the close of the final Exhibit Hall session on Monday, 28 June 2027, and must be completed by 6:00 PM on Monday, 28 June 2027. Further details regarding move-in, move-out, and on-site registration will be communicated

to confirmed professional exhibitors upon final approval of application. The Arrangement Office reserves the right to make ongoing adjustments to these dates and times.

Exhibitor Orientation: All confirmed exhibitors must attend a mandatory Exhibitor Orientation meeting. No show credentials or access to the show floor will be granted without participation in the scheduled orientations (time and location to be communicated following application approval). Orientation times will be communicated in advance to each exhibitor.

Exhibitor Code of Conduct: Exhibitor agrees to restrict its on-site product to those items that would contribute to a wholesome, family-oriented environment at all times and in all places associated with the event. Materials that are of an objectionable nature – including, but not limited to, those materials which are, in the sole judgment of the Arrangements Office, obscene, vulgar, or indecent – will not be permitted on the show floor or in any portion of the venue associated with the Church of the Nazarene. These criteria also apply to the public broadcasting of any movie, film, music, or other such media. The Arrangements Office reserves the right to request modification of any questionable exhibit. All exhibitors are asked to maintain the appearance and dress of their on-site exhibition personnel in keeping with the nature of the General Assembly & Conventions and their attendees. The use of raffles, lotteries, and/or other games of chance as a means of booth promotion is prohibited. Exhibitor understands that Church of the Nazarene representatives may conduct periodic inspections of exhibitor-occupied areas, both prior to and during the public show dates/times, and that violations of these guidelines will be brought to the immediate attention of Exhibitor. Immediate removal, or discontinuation, of any objectionable materials shall be the sole responsibility of Exhibitor, and the first such instance shall constitute a “warning”; subsequent violations will be viewed as breach of contract and shall constitute grounds for immediate removal from the show floor and loss of total payments (as designated in **Cancellation by Church of the Nazarene** herein).

Solicitation in Exhibit Hall: Exhibitor will be expected to confine all exhibiting within its exhibit space. The distribution of literature or products will not be permitted outside of the exhibit booth, including public aisles and common spaces throughout the Exhibit Hall. All business transactions shall be conducted solely inside the Exhibit Hall and within the space contracted. No persons, other than Exhibitors, will be permitted to conduct business in the Exhibit Hall. Any violators should be reported to the Arrangements Office.

Operations of Exhibits: Exhibits must be designed and operated in a manner that respects the rights of other exhibitors and visitors. The exhibit/display and personnel are limited to the confines of the floor space purchased. Booth personnel and product may not be in any aisle space. All surfaces visible to the attendee must be finished and decorated. The Arrangement Office reserves the right to prohibit promotional plans, displayed product, signage, audio-visual components, and other exhibitor activities deemed objectionable or in conflict with criteria outlined herein. Exhibitor agrees not to violate any copyright, patent, trademark, or any other intellectual property rights of another, and said Exhibitor agrees to indemnify and hold harmless the Arrangements Office for any alleged violation of such rights. Booths must be staffed at all times during scheduled exhibit hours. Booth personnel must be 18 years of age or older.

Guidelines for Selling, Giveaways and Donations: On-site selling of exhibitor merchandise and other product is permitted upon prior approval by the *Arrangements Office*, as is the acceptance of product/service orders for future payment. The selling of merchandise and/or services by Church of the Nazarene entities/affiliates is restricted to within the confines of the Exhibit Hall. Any entity entertaining sales must be approved as either a professional Exhibitor or have negotiated an arrangement with The Foundry Publishing.

The Church of the Nazarene considers any exchange of monies (cash, check, or credit card) for product/services rendered as sales and, therefore, that exchange must abide by any applicable guidelines relating to the payment and collection of sales taxes as outlined by the host city, state, or other body in jurisdiction over the Church of the Nazarene show location. This includes the exchange of trinkets, handmade items, and other such “gifts” for donations to non-profit organizations or projects.

Furthermore, the Arrangements Office considers giveaways as gifts which should be given as such, with no expectation of money in return.

While the Church of the Nazarene recognizes the vital work that occurs through the non-profit organizations/projects, etc., and the importance of raising funds for such, donations shall not be solicited in the Exhibit Hall. Rather, Exhibitors are encouraged to direct constituents to websites or literature, etc., which provide further information regarding a specific ministry or project (and therein gives instruction for donations). If a constituent requests to give to World Evangelism Fund or any other global church project, the Exhibitor may direct them to the Global Treasury Services website to make an online donation, which then enables the constituent's church to receive credit for 10% giving.

Booth Components: As a part of space rental, each Exhibitor will receive the following on a complimentary basis for each 100 sf occupied:

- An overhead sign (6" x 44") listing Exhibitor name and booth number
- 8' high back drape and 3' high side drape, in showcolors
- One (1) 6' draped/skirted table
- Two (2) side chairs
- One (1) small wastebasket
- Two (2) exhibitors badges per 100 sf booth (required for entry to Exhibit Hall)

The following will be the sole financial responsibility of the Exhibitor: Additional furnishings beyond those listed above; carpeting; custom signage; booth services, such as custom lighting and/or electrical access. Up to two additional Exhibitor badges per 100 sf may be purchased at \$10 per badge.

Pipe/Drape: All pipe/drape utilized within the exhibit facility shall be determined by the Arrangements Office and the official General Service Contractor.

Special Services (Electrical, Cleaning, Catering, Etc.): For insurance, safety, and security purposes, electrical, plumbing, cleaning, catering, sign hanging ("rigging"), security, telecommunications, wired/wireless internet, drayage, and other special services required by individual exhibitors are provided only when the Exhibitor orders and agrees to pay for these services from the exclusive suppliers authorized to provide such services listed in the Exhibitor Kit/Service Manual.

Food Service: Food and beverage consumed or distributed on the premises, including the show floor and any other portion of the exhibit facility, must be purchased through the authorized in-house service supplier. Promotional items of an edible nature are allowable as Exhibitor giveaways, provided that such items are pre-packaged, are not assembled on-site, and do not exceed a two-ounce (2-oz.), single-portion limit. No beverages or liquids (consumable or otherwise) shall be permitted as promotional giveaways, unless purchased from the authorized in-house service supplier. Exceptions to this policy will be directed to the Arrangements Office, whose decision is final and not subject to appeal.

Height Restrictions: Standard/Linear Booth – Maximum height is 8 feet. This 8-foot height may be maintained up to a distance of 5 feet forward from the back wall of your booth. The remaining front 5 feet may not exceed 3 feet in height, in order to maintain sufficient sight lines.

Perimeter Booth (backing up to a solid wall of the facility) – Maximum height is 12 feet, taking into consideration any limitations necessitated by permanent fixtures, signs, or other facility obstructions. This 12-foot height may be maintained up to a distance of 5 feet forward from the back wall of your booth. The remaining front 5 feet may not exceed 3 feet in height, in order to maintain sufficient sightlines.

End-Cap Booth (backed by a row of Standard Booths) – The back wall is restricted to 4 feet high within 5 feet of each aisle, permitting adequate line of sight for adjoining Linear Booths. The center portion of the back wall, including signage, may be a maximum of 16 feet high.

Double End-Cap Booth (backed by another Double End-Cap Booth – a “Split Island Booth”) – Maximum height in all areas of booth is 16 feet.

Island Booth, 400 sf or larger – Maximum height may extend up to 20 feet in all areas of booth. There are no restrictions regarding the number of solid walls constructed for an island booth, although consideration of neighboring Exhibitors is strongly encouraged.

Exhibit Construction, Decoration, Security, Etc.: In general, each Exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of the exhibit. Specific construction limitations will be implemented at the discretion of the Arrangements Office. Exhibitor agrees to produce their exhibit in dignified taste. Whether or not this regulation is being adhered to is the decision of the Arrangements Office. Exhibitors are solely responsible for the safety of their personnel and exhibits. Exhibitor and its display company (and/or approved Exhibitor-Appointed Contractor, EAC) remain solely liable for the safety of their exhibit throughout the duration of the show. Exhibitor must comply with all regulations published by Church of the Nazarene – including those distributed to Exhibitor on behalf of the host facility as a part of the official Exhibitor Kit/Service Manual – and with all laws, regulations, and ordinances in force in the exhibit facility, its city and state, and the United States of America. **No individuals under 18 years of age will be allowed on the show floor during booth set-up and tear-down periods.**

Third-Party Contractors / Exhibitor-Appointed Contractors (EACs): All third-party contractors must be approved in advance by the Arrangements Office, the official General Service Contractor, and the host facility; such third-party entities must provide a certificate of insurance as outlined in the Exhibitor Kit/Service Manual. A \$200 EAC fee shall be added to the final show invoice for each Exhibitor choosing to utilize the services of an Exhibitor-Appointed Contractor during any portion of the Church of the Nazarene show.

Overhead Signage: Exhibitor display structures and materials must stay within the footprint of the rented booth space, with no minimum or maximum height requirements for Exhibitor signage; height restrictions apply as outlined above. Hanging (“rigging”) of all overhead signs, banners, and other such materials must be completed by the exclusive in-house provider as designated by the host facility. All signs must be professionally-lettered and in keeping with the professional atmosphere of the event.

Noise Abatement Policy: A noise level that is not prohibitive to conducting business will be enforced on the exhibit floor. Exhibitors demonstrating audio equipment of any type in an open display should use a sound chamber or acoustically-contained area to restrict sound levels from intruding on adjacent exhibits. Demonstrations found to be objectionable due to noise level will be closed down on the second notice. Exhibitors are responsible for supervising the actions of all visitors and employees operating display equipment in their exhibit area. Church of the Nazarene show management also reserves the right to assign a designated portion of the show floor as the sole location of Exhibitors whose sole, or primary, business is audio-related; exceptions to this policy will be directed to the Arrangements Office, whose decision is final and not subject to appeal.

Responsibility of Property: In no case will the Arrangements Office be responsible for theft, loss, or damage to Exhibitor’s product or booth. Exhibitor agrees that it is wholly responsible for protecting its property on and off show premises and during official show hours and all other times of occupancy. Exhibitor should assess the security risk of its equipment, product, and display materials, and should plan its own security accordingly. Security officers are available for hire through exclusive and preferred vendors as designated by the host facility.

Receipt and Removal of Freight: All freight must be plainly marked with Exhibitor’s name and booth number and must be prepaid.

Exhibitor agrees to abide by any and all regulations set forth by Church of the Nazarene show management and the host facility in terms of delivery of freight, installation of materials, and removal of shipping materials, crates, and any waste materials from the exhibit area in a timely and safe manner. No exhibit or portion thereof may be removed from the Exhibit Hall during the show, including non-show hours, between the time the show officially opens to the general public and the final closing of the show and initiation of move-out. Only Exhibitors showing proper Exhibitor credentials and personal identification will be permitted to access the show floor during move-in and move-out or to remove merchandise, equipment, etc., from the show floor during non-show hours. **No individuals under 18 years of age will be allowed on the show floor during booth set-up and tear-down periods.** If any Exhibitor fails to remove its freight within the allotted move-out time, the Arrangements Office reserves the right, at Exhibitor's expense, to ship the freight through a carrier of its own choosing or to place same in a storage facility for a designated amount of time, after which any materials not claimed by Exhibitor shall be considered unclaimed and shall be disposed of as the Arrangements Office deems appropriate.

Shared Space / Directory Listing: Only the name of the exhibiting entity appearing upon the face of this Contract may be placed in the booth and in the show's printed list of Exhibitors. It is further agreed that Exhibitor shall not assign, share, or sublet any part of its exhibit space, nor shall they in any way represent, exhibit, solicit, demonstrate or advertise on behalf of any person, manufacturer, provider of services, merchandise, equipment, or services without the express written consent of the Arrangements Office. If Church of the Nazarene management approves a request for shared space and/or additional directory listings, the Arrangements Office must receive an additional, signed application from each co-sharing entity. The Arrangements Office maintains the exclusive right to publish and distribute the list of Exhibitors. As a service to Exhibitors, Church of the Nazarene will identify each Exhibitor (who completes the necessary directory listing form) in the official show directory; however, Church of the Nazarene will incur no liability for any errors, omissions, or format changes.

Concurrent Events: Exhibitor acknowledges that all proposed usage of exhibit facility must be coordinated through the Arrangements Office (including the request for and utilization of any facility space for author events, Exhibitor lounges, meal functions, offices, hospitality lounges, etc.). Exhibitor warrants that it shall schedule no functions open to the general public and running concurrent with published show hours without the express written consent of Church of the Nazarene show management. Violation of this agreement could result in removal from premises and/or loss of future Exhibitor privileges. Exception to this regulation is extended to include university alumni events.

Space Reductions: A penalty of fifty percent (50%) of the difference between the cost of the originally assigned exhibit space and the cost of the reduced exhibit space requested shall be charged on any reductions requested after 6 March 2027. Furthermore, the Exhibitor will be responsible for the entire cost of the originally assigned exhibit space if the original space is not rented to another Exhibitor, regardless of date of notice.

Cancellation by Exhibitor: If the Exhibitor does not occupy the space by 10:00 AM, Thursday, 24 June 2027, the Arrangements Office may occupy or cause said space to be occupied as it may deem in the best interest of the event without in any way releasing the Exhibitor from any liability hereunder. Furthermore, if Exhibitor does not occupy/staff the space, all rights of the Exhibitor will be revoked. Both Exhibitor and the Arrangements Office acknowledge that Church of the Nazarene will sustain certain losses if Exhibitor cancels its Exhibit Space Contract after it has been assigned space. Even though Church of the Nazarene will exercise its best efforts to resell the canceled space, the parties agree that Church of the Nazarene nevertheless may incur substantial losses that cannot be precisely determined. Due to the difficulty of determining and providing said losses, Exhibitor agrees to no refund.

Cancellation by Church of the Nazarene: Exhibitor's space may be canceled by the Arrangements Office for failure to pay balance due, or for any other breach of this Contract as defined by the stipulations herein. In the event that space is canceled by the Arrangements

Office, all prior payments on the account will not be returned and the Arrangements Office may lease such canceled space to another Exhibitor at its discretion and without liability.

Unavailability of Premises: It is further agreed that in case said premises shall be destroyed by fire or other natural disaster, or by any other cause, or in case of government intervention or regulation, military activity, strikes, or any other circumstances that shall make it impossible or inadvisable for Church of the Nazarene to hold the show or portion thereof at the time and place herein provided, this agreement shall terminate and said Exhibitor shall waive any claim for property or other damages or compensation except the prorated return of the amount paid after deduction of actual expenses incurred in connection with the show, and there shall be no further liability on the part of either party.

Insurance and Liability: Exhibitor and its authorized contractors (including any approved EAC) agree to carry personal and property damage liability and worker's compensation insurance. The Exhibit Management, Sponsor, Landlord and Exhibitor's Service and their officers and staff members disclaim all liability for damages or losses caused any exhibitor by fire, water, flood, windstorm, utility failures, rodents, acts of vandalism, insurrection, civil disorder, strikes, criminal acts, or theft. Exhibitors wishing to insure their goods must do so at their own expense. If unusual equipment is to be installed, or if appliances that may be subject to fire codes are to be used, the Exhibitor should communicate with the Exhibit Management for information concerning facility regulations. No Exhibitor shall allow any article to be brought into or allow any act to be done on the premises which will increase the premium on any policy of insurance held by Church of the Nazarene, Kansas City Convention Center, or Exhibitor's Services, or which may cause any such policy to be canceled. Exhibitor further agrees to defend, indemnify and hold Church of the Nazarene and the exhibit facility, and their officers, agents, and employees, harmless against any and all claims, lawsuits, judgments, cost, and expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, that may arise out of or be occasioned by Exhibitor's occupancy of the exhibit space contracted for by the terms or provisions of this Contract, or by any other negligent or strictly liable act or omission of Exhibitor, its agents, employees or subcontractors, or its invited guests and/or patrons in the performance of this Contract.

Americans with Disabilities Act: It is the Exhibitor's responsibility to ensure their exhibit space meets all regulations regarding compliance with the Americans with Disabilities Act.

Interpretation and Amendments: It is further agreed that the Arrangements Office regulations are made a part hereof as though fully incorporated herein. The Arrangements Office shall have full and exclusive power in the matter of interpretation, amendment, and enforcement of all said conditions and regulations, and any such amendments when made and brought to the notice of said Exhibitor shall be as though duly incorporated herein and subject to the terms and conditions herein set forth. If a dispute or disagreement shall arise between the parties concerning the allotment of permitted use of exhibition space or concerning the interpretation of any of the rules or regulations which are a part hereof, the decision and interpretation of the Arrangements Office shall be final and Exhibitor hereby agrees to abide by said interpretation which, if requested, shall be supplied in writing. No agreement with reference to the matters herein contained shall become a part of this Contract, unless duly endorsed by both parties.

Exhibit Hall Floorplan: The 2027 Exhibit Hall will be located in Exhibit Halls E/D at the Kansas City Convention Center in Kansas City, Missouri. The Arrangements Office reserves the right to modify or make changes to the floorplan with no advance notice. Rental exhibit space will be available to outside vendors on a first-come, first-served basis, upon pre-approval by the Arrangements Office. Space assignments shall be at the sole discretion of the Arrangements Office and will be made upon approval as a confirmed Exhibitor.