

NORTHWEST MINISTRY CONFERENCE

EXHIBIT APPLICATION

MARCH 19-21, 2015

LOCATION: OVERLAKE CHRISTIAN CHURCH, 9900 WILLOWS ROAD NE, REDMOND, WA 98052

INSTRUCTIONS:

1. Complete and mail or fax this contract to the address or fax number shown below.
2. Enclose a check or credit card number for payment.
3. Please read all the NWMC EXHIBIT RULES on page 3 of this agreement.

4. KEEP PAGE 3 FOR YOUR RECORDS

ORGANIZATION OR COMPANY NAME: _____

CONTACT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

PHONE #: _____ CELL PHN #: _____ FAX #: _____

E-MAIL ADDRESS: _____

WEBSITE: _____

Category (please check one): Curriculum Camping Ministry College or School Counseling
 Publisher Missions Ministry Educational Group Other- please describe: _____

Check here if you are interested in Sponsorship Opportunities. Please contact me!

BOOTH OPTIONS:

	BOOTH FEE	(+) ADDITIONAL FURNISHINGS	(-)AMOUNT PAID	BALANCE DUE BY 1-1-15
Single Booth 8'X10' OR Mall /Hallway 4' X 10'	\$600	\$ _____	\$ _____	\$ _____
Double Booth 8' x 20'	\$900	\$ _____	\$ _____	\$ _____

PAYMENT METHOD: Check Credit Card

CREDIT CARD PMT AUTHORIZATION: By signing below I authorize NWMC to charge my credit card for:
 the total booth fee; (including any additional furnishings requested, see page 2)
 \$100 non-refundable deposit (**balance due by 1/1/2015**) see General Rules and Conditions Sheet

Visa or MC Card # _____ Exp Date ____/____ CVU# _____

Name on the card: _____

SIGNATURE: _____ DATE _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

BOOTH FURNISHINGS

Booths include: 8' draped table, one chair and an 8' draped back. One ID sign 7" X 44"-single line with your name and booth #. The color scheme is Black back drop/White table covering.

Please indicate if you need any ADDITIONAL items:

ITEM	QUANTITY		PRICE		
8' table	_____	X	\$72.00	=	\$_____
6' table	_____	X	\$65.00	=	\$_____
4' table	_____	X	\$57.00	=	\$_____
Additional chair	_____	X	\$29.00	=	\$_____
Electricity: Outlet (power strips are not provided)	_____	X	\$50.00	=	\$_____
Additional Furnishings Total				=	\$_____

EXHIBIT BADGES:

Each exhibitor will be provided up to four passes for associates who are assisting in your booth. Please provide those names in the space below.

Booth Name: _____

Exhibit Booth Staff (please print clearly):

1. _____
2. _____
3. _____
4. _____

Email any changes or additions to us no later than 3/1/15 to susie.horn7773@gmail.com

Return this form along with payment to NWMC: OR Fax directly to Gary's FAX: 425-844-2862
 NORTHWEST MINISTRY CONFERENCE, PO BOX 1855, WOODINVILLE, WA 98072

Please direct exhibit booth questions to:
 Susie Horn
 Northwest Ministry Conference
 PO Box 1855
 Woodinville, WA 98072

Susie's Cell: 425-770-7773
Susie.horn7773@gmail.com
 Gary's FAX: 425-844-2862
www.ministryconference.org

NWMC reserves the right to refuse lease space to any individual, group or company that is not in harmony with the principles and objectives of the NWMC. This decision is at the discretion of the NWMC Board.

**NWMC EXHIBIT RULES:
 READ AND RETAIN FOR YOUR RECORDS**

GENERAL—Exhibits must be installed in such a way that they do not extend beyond the space allotted (length, width, height). Any exhibitors using sound equipment, such as video or tape recorders, should keep the volume at a minimum so the sound does not impact other exhibitors. Distribution of complimentary materials in the convention bags is available for a fee. For additional information contact Gary Dixon at 206-949-9945.

ASSIGNMENT OF EXHIBIT SPACE—Space will be assigned by the Northwest Ministry Conference in accordance with the request of the exhibitor based on the space available. **Assignments are made on a first come-first served basis.**

REGISTRATION—The Northwest Ministry Conference will provide four (4) complimentary badges for each exhibitor, which allows admission to workshops and general sessions.

OFFICIAL DECORATOR—Grand Event Rentals, 1606 130th Ave NE, Bellevue, WA 98005, 425-462-7368.

ELECTRICAL CONNECTIONS—Electricity must be ordered at least 3 weeks prior to the conference; this includes a three-prong extension cord and power for the duration of the conference. We do not supply power strips.

NO REFUNDS FOR CANCELED BOOTHS AFTER NOVEMBER 1, 2014.

INSTALLATION AND REMOVAL OF EXHIBITS—Set up for the exhibit area is on Thursday, March 19, from 1:00 pm to 5:00 pm, as well as Friday, March 20, from 7:00 am to 8:00 am. All exhibits must be completely set up by 8:00 am on Friday, March 20, 2015. **Exhibit take down begins at 3:45 pm on Saturday, March 21, 2015. No exhibits are to be removed prior to that time.**

EXHIBITOR GUIDELINES & HAND CARRIED FREIGHT GUIDELINES—There will be limited number of carts available on site for use on a first come-first served basis, please return them to the "loading area" when you are finished with them.

WE RESERVE THE RIGHT—NWMC reserves the right to refuse lease space to any individual, group or company that is not in harmony with the principles and objectives of the NWMC. This decision is at the discretion of the NWMC Board.

SHIPPING INSTRUCTIONS (You must use your own shipping company) We have contracted with Grand Event Rentals to handle our booth equipment and storage needs. If you need to send any materials in advance you must send them to Grand Event Rentals. **DO NOT send any materials to Overlake Christian Church, they are not equipped to store anything at their facility for the conference AND they will be returned.**

Instructions: Put your company name, the name of the event (NWMC), and your booth number on ALL your materials.

Ship to: Grand Event Rentals *** Contact Susie Horn for GER Freight Form****

Attn: NWMC

1606 130th Ave NE
Bellevue, WA 98005

BOOTH FURNISHINGS—Additional booth furnishings are to be ordered on your contract, at least 3 weeks prior to the conference (see page 2) or contact Susie Horn at Susie.horn7773@gmail.com

SALE OF MERCHANDISE—Books and other material may be sold providing they are in harmony with the principles and objectives of the Northwest Ministry Conference.

SUBLETTING OF EXHIBIT SPACE—Exhibitors are to have their own space. No exhibitor is allowed to sublet part of his or her booth to another exhibitor. Only the exhibitor whose name is on the register may use the booth.

EXHIBIT HOURS

Friday, March 20, 2015 10:00 am—5:00 pm

Saturday, March 21, 2015 10:00 am—3:45 pm

SET UP BEGINS THURSDAY, MARCH 19, AT 1PM and TEAR DOWN BEGINS SATURDAY, MARCH 21, AT 3:45PM

LIABILITY—The Northwest Ministry Conference shall not be responsible for any loss, damage or injuries that may occur to exhibitors, their property, or the exhibitor's employees, from any cause whatsoever, prior to, during or subsequent to the period covered by the exhibitors contract. The contract expressly releases the Northwest Ministry Conference from this responsibility and agrees to indemnify the same against any and all claims for loss, damage or injury.

PROTECTION—It is suggested that each booth have one person present at all times during the convention. Where possible, the exhibit areas will be locked when the exhibit areas are closed.

LODGING—Information on area hotels for 2014 will be posted at www.ministryconference.org

PARKING—Parking for the conference is free.