

Youth Ministry Lab Exhibitors

Exhibitor registration and information is available at YouthMinistryLab.com. With additional questions or need, please call Beatriz at 936.828.0871.

Why Exhibit at YML

- Improved schedule and exhibit layout providing greater fellowship time in exhibit hall and visibility of exhibitors
- Discount for returning exhibitors
- Sell approved products from your booth
- Place your brochure or advertisement in the hands of 400+ church decision-makers as they arrive at YML
- Engage in supporting a conference strategically encouraging and equipping individuals to be and to make lifetime disciples of Jesus Christ

Booth Details

Booth Space is 8' x 6' including table and skirt, and draped sides and back. Display height cannot exceed 10'. Booth electricity is free.

Booth products approved by the Youth Ministry Lab office may be sold at your booth.

Give-a-ways to participants will be selected during the weekend's two fellowship times. Please consider donating a give-a-way item.

Booth Pricing

Single Booth- \$250*

Double Booth- \$350**

Triple Booth- \$450**

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

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

Optional Exhibitor Packages

The following exhibitor packages are optional for exhibitors to purchase in addition to their booth space and pricing above. Ministries, organizations, or businesses not exhibiting at the conference can purchase the silver package as a means to support YML and gain visibility among the conference attendees.

Silver Package: \$100

- Small gift/brochure for attendees' swag bags.

Gold level: \$250

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

Platinum level: \$300

- Small gift/brochure for attendees' swag bags.
- Slide for advertisement loop to be shown in the lobbies during event.
- Logo printed inside of Conference Guide placed inside each of our attendee bags.
- Receive information table placed in McGorman Chapel in addition to booth space.
- Advertisement slide to be looped during main session times in McGorman Chapel.
- Will become lead sponsor and be announced from the main stage on the opening night.

Exhibitor package registration deadline is: February 1

Exhibitor artwork for conference guide and materials deadline: February 8

Exhibit Hall Schedule for Youth Ministry Lab 2019

Friday, March 29, 2019

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, March 30, 2019

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

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

12:00-1:15 pm: Lunch

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.

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 1, 2019*

DATE: _____

ORGANIZATION NAME: _____

SIGNED: _____

When completed please send to:

Southwestern Baptist Theological Seminary

Attn: Youth Ministry Lab

P.O. Box 22446

Fort Worth, TX 76122

Exhibitor Shipping Request Form

Youth Ministry Lab 2019

Your name: _____ Date: _____

Ship to address:

Name: _____

Institution: _____

Address: _____

City: _____ Zip: _____

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: _____

Signature

Date