

**YOUTH MINISTRY LAB**  
A Ministry of Southwestern Baptist Theological Seminary

**Dear Exhibitor,**

We are so excited about your participation in Youth Ministry Lab 2017! If you have not done so, please visit [www.youthministrylab.com](http://www.youthministrylab.com) to register! Please set up in MacGorman Chapel between 11:30 a.m. and 2:00 p.m. on Friday, April 7. 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. Furthermore, we will be taking note of any give-away items you may have at this time.

Friday night will be a special focus on exhibitors--as we do give-aways in conjunction with late-night entertainment in MacGorman. This is where your giveaways will be handed out! This is a great way to get your name and products out to the Youth Lab participants. Past prizes have included TVs, \$1000 worth of inflatable equipment, free resources, T-shirts, and restaurant gift cards. 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](mailto:youthlab@swbts.edu). Or, you may let us know when you arrive.

We will provide additional visibility for you through digital media at no additional cost. By **March 26**, send one PowerPoint slide, with your company's logo and contact information, to [youthlab@swbts.edu](mailto:youthlab@swbts.edu). Use the Subject Line, "Exhibitor Video Loop." These slide will run all weekend, in the main auditorium and on monitors all over the campus.

We will also place one promotional insert from you in a bag going to every adult participant. This service is included in your booth rental.

Also, we are excited to provide an exhibitors' hospitality room with drinks and snacks during the weekend. It is going to be a nice place to hang out and take a break. 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: **SWBTS Youth Lab, 2101 Yates St., Fort Worth, TX 76115.**

Please label boxes as either **“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 2017 Exhibitor Committee



# **Exhibit Hall Schedule for Youth Ministry Lab 2017**

## ***Friday, April 7, 2017***

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

**2:00 - 6:00pm:** Exhibits Open

**6:00 - 7:30pm:** Exhibits Closed

**7:30 - 11:00pm:** Exhibits Open

**10:00 - 11:00pm:** Giveaways

## ***Saturday, April 8, 2017***

**10:15 - 11:00am:** Exhibits Open

**11:00am - 12:00pm:** Lunch break

**12:00 - 1:15 pm:** Exhibits Open

**1:15 pm:** Breakdown

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### ***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 the break.

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 MacGorman Chapel 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 MacGorman Chapel.
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](mailto: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, 2017*

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 2017 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