

2012 Exhibitor Guidelines for District Council

Please read this document prior to completing the contract for exhibitors

Exhibit space:

Exhibit space is available on a first-come/paid basis, and all exhibits must be contracted and paid no later than May 1, at which time additional exhibits spaces may not be available. PRIOR TO SENDING AN EXHIBIT CONTRACT, email dhayward@araog.org to make sure exhibit space is available.

Setting up the exhibit:

The 2012 Arkansas District Council begins on Monday, May 14, with the opening service at 6:30 p.m. Exhibitors may begin setting up MONDAY AT NOON. Exhibits must be set up before 5 p.m. Monday or space will be forfeited.

Exhibit material:

If you are having exhibit material shipped, ship it to arrive NO EARLIER than Monday, May 14. The shipping address is FIRST ASSEMBLY OF GOD, 4501 BURROW DRIVE, N LITTLE ROCK, AR 72116.

Neither the church nor the district can or will be responsible for lost or misdirected packages. The church WILL NOT accept shipments that arrive before Monday, due to a lack of on-site storage space. Neither the church nor the district will be responsible for shipping, shipping fees, return of any exhibit material, etc. DO NOT call the church regarding special shipping. You will be referred to the district office. If you have questions about shipment of any materials, you may call Jim Comer, exhibits coordinator, at 501.455.5444, or email dhayward@araog.org.

Exhibit details:

You are welcome to furnish give-away materials, merchandise, candy, etc. at your booth, however, no food or drink should be given away or sold in the exhibit area. If you have a drawing for any item, you are responsible for delivering or shipping to the winner at the end of the meeting. Arrangements for give-away items should be handled through Jim Comer, exhibits coordinator.

Exhibit hours:

District Council only runs Monday night through Tuesday night. All exhibits can be open any time except during evening service times. Services begin at 6:30 p.m. Monday night. All exhibits must be completely **removed from the exhibit area before 5 p.m. on Tuesday night.** NO EXCEPTIONS!

If you have material to be discarded, do not leave it in the exhibit area. Place it in the trash area. For further information or assistance, please see Jim Comer, exhibits coordinator.