



# The Pentecostal Assemblies of Canada

## 2020 General Conference

### Exhibitor Policies and Procedures Guide

#### **Conference**

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800 to 1000 delegates and visitors are expected to attend the 2020 General Conference. Those in attendance include pastors, Christian Education directors, youth and music ministers, Sunday school workers, evangelists, church growth specialists, family members and other guests.

#### **Purpose**

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The Pentecostal Assemblies of Canada would like to acquaint our constituency with business and ministry leads which will benefit and enhance their ministries. Exhibitors are encouraged to display and share information about products and resources that support ministries of the local church.

#### **Standards**

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Smoking, alcoholic beverages, profanity, and immodest apparel are contrary to our organizational standards. The use of raffles or door prizes is prohibited. The Pentecostal Assemblies of Canada reserves the right to restrict exhibits which may be considered objectionable.

#### **Eligibility**

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The Pentecostal Assemblies of Canada reserves the right to refuse exhibit space to any applicant for any reason. In addition, The Pentecostal Assemblies of Canada reserves the right to refuse exhibit space to any exhibitor if, after the acceptance of the Application/Contract, information comes to the attention of The Pentecostal Assemblies of Canada, which in the reasonable judgment of The Pentecostal Assemblies of Canada, demonstrates that the proposed exhibit would be inconsistent with their standards.

1. Each external exhibitor must be approved by the Executive Officers of PAOC. Preference will be given to PAOC departments and institutions.
2. Exhibitors must offer products/services, which will directly benefit and enhance the ministries of our churches and ministers. Materials are primarily expected to be informational and/or promotional. Wordcom Christian Resources serves as the distribution division of our PAOC Fellowship. At our various conferences and events, Wordcom acts as the “store / resource area” for attendees. Please be advised that all sales of product and various resources must go through Wordcom. Contact Corinne Storms, our Wordcom resource specialist SIX weeks prior to the start date of the event with consignment and/or store product recommendations.  
Email: [wordcom@paoc.org](mailto:wordcom@paoc.org)  
Phone: (905) 542-7400 ex. 4248.
3. Exhibitor must have a proven business record with their product/service. The exhibits are not to provide a platform to survey or test ideas; rather they are to provide products/services, which are credible and have proven themselves in their business.
4. The Exhibits are not for the purpose of providing prominence to products/services, which are issue-oriented and would generate undue controversy.

## **Booth Specifications and Policies**

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1. All booth spaces consist of a 8' x 10 drapery booth.
2. Each booth space will consist of one 6' skirted table, 3' high drape side wall, two chairs and one waste basket. These items are included in your booth fee.
3. No banners, sign or structures may be suspended from the ceiling.
4. Booth display and backgrounds may not obscure the view of adjacent exhibitors. In linear configured booths, backgrounds and/or product displays 8' high may extend out from the booth back line 2' the depth of the booth and from that point to the aisle a maximum of 4' high.
5. No special signs, booth constructions (including backdrops), media equipment, or lighting fixtures are permitted in excess of 8' in height.
6. Booth backgrounds and/or product displays must have "finished" side portions of the exhibit so they will not be unsightly or objectionable to adjacent exhibitors. The Exhibits Co-ordinator reserves the right to have such finishing drapery added at the exhibitor's expense.
7. Any audio/visual equipment must be used at a sound level so as not to interfere with conversations at adjoining exhibits.
8. Exhibitors are responsible for maintaining a neat and clean booth. Do not stack cartons in the aisle during open hours. Please take empty cartons (for trash removal) to the rear of the Exhibit Hall in order to maintain a professional appearance in the hall. Shipping cartons/boxes are to be stored with the Exhibits Co-ordinator or placed beneath a draped table completely out of sight. Materials placed behind a booth backdrop must not be visible from a side aisle or by an adjacent exhibitor. You may be required by the Fire Marshal to store your shipping containers and boxes of materials with the Exhibits Co-ordinator as per city codes.
9. For insurance and safety reasons, children under the age of 18 are permitted in the exhibit hall only during public Exhibit Hall hours. They are not permitted in the Exhibit Hall during the designated times for booth set up and tear down. Exhibitors are to refrain from engaging children under age 18 in booths as company representatives.
10. The Pentecostal Assemblies of Canada name and emblem, and other program names and emblems, cannot be used in any form to imply that an exhibit is a part of, or endorsed by, The Pentecostal Assemblies of Canada, unless approved by The PAOC.

## **Booth Fees**

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\$1000 which includes 8' x 10' booth space, one 6' skirted table, two folding chairs, one waste basket, one power outlet. One conference registration for a non-credential holder is also included.

## **Payments**

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Full booth fee payment is required with the Application/Contract. Payments can be made by credit card (Visa, MC, Amex), secured cheque or company cheque. Cheques are to be made payable to The Pentecostal Assemblies of Canada.

## **Space Assignments**

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Exhibit spaces will be assigned by The Pentecostal Assemblies of Canada. The Exhibit Co-ordinator reserves the right to shift space at any time if they find it necessary to do so.

No exhibitor shall assign, sublet or apportion the whole or any parts of space assigned, or exhibit therein, or permit any other person/company to exhibit therein any goods other than those manufactured by or for the exhibitor. Exhibit space shared by two or more parties must be indicated on the Exhibit Space Application/Contract.

Except for official convention materials, no literature may be placed in the convention hall, on cars, distributed in the lobby, or elsewhere. Except for official convention posters and signs, no posters, placards, signs, banners, or similar items may be posted or displayed except in exhibit booths.

**Halifax Convention Centre’s Exhibitor Shipping Policy:**

**Incoming:**

Due to limited space at the Conference Centre, please be advised they do not accept exhibitor shipments in advance of an exhibitor move-in. Exhibitors are encouraged to ship to the designated freight handler, who will bring all materials onsite on move-in day. If exhibitors choose to deliver direct to site on move-in day, please ensure materials are delivered during schedule exhibitor move-in times on move-in day only. Deliveries attempted outside the scheduled move-in date and time will be refused and re-directed to the designated freight handlers and additional charges will apply.

**Outgoing:**

At the end of an exhibitor move-out, all freight must be removed from the tradeshow floor. If an exhibitor is not using the designated freight handler for the show, all alternate shippers/couriers must be instructed to pick-up materials the same day during the scheduled exhibitor move-out time. **The Halifax Convention Centre will not be held responsible for materials left after the scheduled move-out time and would redirect these, at the expense of the exhibitor, to the designated freight handlers and additional charges will apply.**

**Designated Freight Handler:**

We have partnered with Global Convention Services who can assist you with material handling, drayage and advance warehousing. Their Service Order form will be included in the Exhibitor Package and will include the address of Advance Warehouse. For any questions or additional information, Global Convention Services contact info is as follows:

[info@globalconvention.ca](mailto:info@globalconvention.ca)  
 Tel: 1-902-425-1400  
 Fax: 1-902-423-4129  
[www.globalconvention.ca](http://www.globalconvention.ca)

**Exhibit Hall Hours**

The Exhibit Hall officially opens at noon Monday, May 4<sup>th</sup>, 2020 when registration begins. The exhibits officially close at 1:00pm, Thursday, May 7<sup>th</sup>, 2020. We request that Exhibits be staffed before and after all business sessions.

Monday, May 4 <sup>th</sup>	12:00pm – 5:00pm setup and display
Tuesday, May 5 <sup>th</sup>	8:00am – 9:00am 12:00pm – 1:00pm 5:00pm – 6:00pm and after public service
Wednesday, May 6 <sup>th</sup>	8:00am – 9:00am 12:00pm – 1:00pm 5:00pm – 6:00pm and after public service
Thursday, May 7 <sup>th</sup>	8:00am – 9:00am 12:00pm – 1:00pm

Delegate lunch on Tuesday will be onsite, and delegates will be free to access exhibitor booths.

### **Exhibitor Set-up and Tear-down**

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Exhibit set up	Monday, May 4 <sup>th</sup>	12:00pm
Tear-down	Thursday May 7 <sup>th</sup>	1:00pm

Dismantling of exhibits may not begin until after the business session on Thursday. Early dismantling by an exhibitor may jeopardize future conference attendance. Exhibit materials must be completely packed/removed by 6:00 pm, Thursday, May 7<sup>th</sup>.

### **Liabilities**

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Exhibitors will be expected to carry their own liability insurance coverage. The Pentecostal Assemblies of Canada shall not be held responsible for the safety of exhibits against robbery, fire or accident nor accident to the exhibitor or their employees.

### **Exclusions**

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Persons/companies not assigned space in the Exhibit Hall will be prohibited from exhibiting, distributing materials, or soliciting business in the Exhibit Hall.