

MISSIONFEST MANITOBA EXHIBITOR GUIDELINES

To meet our goal of making each exhibitor's experience fair and uniform, Missionfest Manitoba has established the following guidelines. We will be monitoring the displays to ensure these parameters are maintained. We greatly appreciate your cooperation.

1. Exhibitors must be in agreement with the "Statement of Faith" of Missionfest Manitoba.
2. The focus of ***Missionfest Manitoba*** and its exhibitors is to inform the Christian community about what is currently happening in fulfilling the Great Commission, to celebrate the good things taking place all over the world, and to challenge people to get involved at some level.
3. All exhibitors are expected to be 'Good Neighbours' to all other exhibitors during this weekend. Please demonstrate love and respect for other agencies as you promote your God-ordained ministry. Please do not express any negative comments about any other exhibitor. ***Those who do not adhere to this guideline may be required to remove their display.***
4. Exhibitors may wish to sell books or other items that enhance or explain their ministry focus. At present, this will be allowed at no additional cost as long as: [1] The materials relate directly to the Exhibitor's specific ministry, [2] The sales of these materials are not the primary focus of the display, and [3] It does not become overbearing or too distracting in the eyes of the Executive Director.
5. Tables located within the sanctuary are **not permitted** to function or engage the public during main sessions and/or services.
6. Exhibitors may only distribute information to the public from their assigned booth location, and ***may not, under any circumstance***, put information in the mailboxes of our host facility.
7. **Move-in can commence on Friday at 10:00 a.m.** Exhibitors agree to have their display ready for the public by 4:30 p.m. on Friday and not to dismantle it until 3:00 p.m. on Sunday (unless prior arrangements have been made with the Executive Director). ***Those located in the sanctuary may not dismantle until the end of the Sunday afternoon session (approximately 4:30 p.m.).*** **Note:** Many people have contacted the Missionfest Manitoba office to express disappointment that the Exhibitors in the foyer have removed their displays before the Sunday afternoon session ended.
8. Missionfest Manitoba assumes no responsibility for loss or damage:
 - due to the cancellation of any or all of the conference, or of its facilities, due to weather, fire, earthquake, strike, labour unrest, or other unforeseen circumstances.
 - due to the cancellation or substitution of any or all of the featured keynote speakers, seminar leaders, programs or performers.
 - due to personal injury, theft, fire or other natural disasters.
9. ***All displays must be contained within the designated display area.*** For instance, an 8 foot table display is equal to the size of the assigned table (8' x 2'). Exhibitors must not extend their exhibit space into the aisle. Exhibitors with exhibit spaces on the end of a row may **not** use the end aisle as exhibit space for banners, TV's, bookstands, chairs, etc.

Please note that it is critical to maintain the aisles for traffic flow so that people are not hampered in their movement throughout the building. (Display areas will be draped at the back to a height of approximately 8 feet. The height of the display may exceed 8' only where conditions allow. The fronts of the tables will be skirted, and tabletops will be covered. Exhibitors will be responsible for all signage to identify their agency.)

10. Electrical outlets will be provided at no additional charge and be located within ten feet of each booth. Exhibitors are required to provide their own extension cord to facilitate connection to the nearest outlet.
11. ***There is to be no playing of audio media or musical instruments*** as this will impede the fair operation of your neighbour. You are welcome to use video (and audio) presentations but we require that the sound be turned off or a headset available for attendees to listen to the presentation. (Missionfest Manitoba reserves the right to make exceptions under certain circumstances).
12. One chair will be provided at no additional cost. Additional chairs are available at \$5 each from the Info Desk.
13. Each exhibitor will be assigned two Name Tags and is limited to a maximum of two reps per table at any given time.
14. **Cancellation policy:** A full refund will be provided if cancellation is received prior to November 1. A 50% refund will be provided if cancellation is received between November 1 and November 30. No refund will be provided for cancellations received on or after December 1.
15. Missionfest Manitoba reserves the right to deny or cancel the application of an exhibiting organization, or restrict an individual from representing an exhibiting organization, if in the opinion of Missionfest Manitoba the organization and/or the individual would unduly distract from or compromise the focus and spirit of Missionfest Manitoba.

We are looking forward to hosting you as one of our exhibitors at **Missionfest Manitoba**. Please feel free to contact us at 204-668-1992 or 204-898-8678 or missionfestmanitoba@gmail.com if you have any questions or comments.

Many Blessings,
Brian Hamilton
Executive Director
Missionfest Manitoba

"We exist to challenge every Christian to be Great Commission informed, inspired and involved."

www.missionfestmanitoba.org