

## MISSIONFEST MANITOBA EXHIBITOR GUIDELINES

Welcome to Missionfest Manitoba! We are so excited at the possibility of you joining our family of mission focused exhibitors, working alongside one another to share the hope of Jesus to the world.

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.

### February 2 - 4, 2024 Event Details.

#### Location:

Missionfest Manitoba 2024 will be held at the Church of the Rock, 1397 Buffalo Place, Winnipeg.

#### Draft Schedule:

##### **Friday, February 2**

- am / pm - Exhibitor set up.
- 5:00 pm Exhibitor Displays Open
- 6:30 pm Kid's Mini-Missionfest Opens (K-Gr. 5)
- 7:00 pm Main Session #1**
- 8:15 pm VIP Youth Room Opens
- 8:30 pm Kid's Mini-Missionfest Closes
- 9:15 pm Exhibitor Displays Close
- 9:30 pm After Hours Worship Night**

##### **Saturday, February 3**

- 9:00 am Exhibitor Displays Open
- 10:00 am Main Session #2**
- 11:45 am Seminars/Workshops One (One Hour)
- 1:15 pm Seminars/Workshops Two (One Hour)
- 3:00 pm Main Session #3**
- 4:45 pm Seminars/Workshops Three (One Hour)
- 6:30 pm Kid's Mini-Missionfest Open (K-Gr. 5)
- 7:00 pm Main Session #4**
- 8:30 pm Kid's Min-Missionfest Closes

9:30 pm Exhibitor Displays Close

### **Sunday, February 4**

1:15 pm Exhibitor Displays Open

2:30 pm Kid's Mini-Missionfest Opens (K-Gr.5)

### **3:00 pm Main Session #5**

4:30 pm Missionfest Manitoba 2024 Concludes

5:00 pm Move-out to be completed

*\*schedule is subject to change. Exhibitors will be notified of all changes well ahead of the event.*

## **Health Protocols.**

Missionfest Manitoba 2024 is committed to following all Manitoba Government regulations regarding Health and Safety Protocols. As it is impossible to predict exactly how these regulations will look in 2024, our Missionfest Executive Team is actively developing three possible event scenarios:

- (1) a full in person event with Speakers, Exhibits, Seminars and Children's Programming,
- (2) a hybrid event (offering part in person, part online),
- (3) an online event with live Speaker presentations, Online Exhibits, and online Seminars.

Exhibitors will be kept up to date about all developments regarding the event.

## **Exhibitor General Guidelines.**

1. 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.
2. Exhibitors must be in agreement with the "[Statement of Faith](#)" of Missionfest Manitoba.

## **Exhibitor - In Person Event Guidelines.**

1. 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.***

**Disrespect displayed towards the Missionfest Team, volunteers or the Church of the Rock Staff by any of the exhibitor's representatives will not be tolerated and could result in the immediate removal of the display.**

2. 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.
3. Tables located within the sanctuary are **not permitted** to function or engage the public during main sessions and/or services.
4. 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.
5. **Set-up can commence on Friday am.** Exhibitors agree to have their display ready for the public by 4:00 pm on Friday and not to dismantle it until after 3:00 pm on Sunday (unless prior arrangements have been made with the Executive Director). **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.

**Please Note that the Church must be completely cleared by 5:00 pm on Sunday.**

6. 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.
7. ***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.*

  - Note: Display areas will be draped at the back to a height of approximately 8 feet. The height of the display may exceed 8 feet 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.
8. Electrical outlets will be provided at no additional charge and be located within 10 feet of each booth. Exhibitors are required to provide their own extension cord to facilitate connection to the nearest outlet.
9. ***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.)

10. One chair will be provided at no additional cost. Additional chairs are available at \$5 each from the Info Desk during set-up. Stools will be available at \$35 each.
11. Each exhibitor will be assigned two name tags and is limited to a maximum of two reps per table at any given time.
12. **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.
13. 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.

## Exhibitor - Website & Social Media Features

We are hard at work to enhance your exhibitor experience by continuing to develop a robust Website and Social Media presence. Part of this will involve an online interactive exhibitor catalogue on our website, as well as regular rotating Ministry features on our social media page. This will take some time to set up, but we are excited about the possibilities to both increase the online visibility of your ministries, as well as develop an online community of mutual encouragement and sharing that will last year round.

Please be sure to like and follow all of our social media accounts, and also be an active participant in liking, commenting and sharing on our various posts. Write a comment of encouragement to the other ministries, share posts about you on your own page, etc. The more interaction a social media post receives, the more it gets promoted, and the more new people are able to view it!

Missionfest Manitoba accounts:

Website: [www.missionfestmanitoba.org](http://www.missionfestmanitoba.org)

Facebook: [www.facebook.com/MissionfestMB](http://www.facebook.com/MissionfestMB)

Instagram: [www.instagram.com/missionfestmanitoba/](http://www.instagram.com/missionfestmanitoba/)

Twitter: <https://twitter.com/missionfestmb>

## Exhibitor - Orientation and Training

We want to help make your exhibitor experience at Missionfest Manitoba the best it can be! To do this we will be offering several opportunities for exhibitor orientation and training leading up to our event.

Stay tuned for more details!

## Missionfest Executive Team

For Missionfest Manitoba 2024, we have assembled a team to ensure that we can execute the event with maximum efficiency:

### Missionfest Manitoba Executive Team:

- Tim Noble - Executive Director
- Gord Gilbey - Exhibitor Care
- Krista Heide - Media Coordinator
- Collin Nickel - Production Coordinator
- Cheryl Magyar - Administration
- Lorraine Barton - Volunteer Coordinator
- Logistics Support – Currently open

Gord Gilbey will be attending to Exhibitor Care, and all things ‘exhibitor.’ Gord will be managing the details to provide you, as best we can, a stress-free and effective exhibitor experience. Feel free to contact Gord if you have any questions or comments at: [gord@missionfestmanitoba.org](mailto:gord@missionfestmanitoba.org)

We are looking forward to hosting you as one of our exhibitors at **Missionfest Manitoba!**

Many Blessings,

Tim Noble  
Executive Director  
Missionfest Manitoba

*“We exist to challenge every Christian to be Great Commission informed, inspired and involved.”*

[www.missionfestmanitoba.org](http://www.missionfestmanitoba.org)