



2009
West Coast
Healthcare
Missions and Ministry Conference



KAMHC
Korean-American
Health Conference



Exhibitor Guide

Why exhibit at the 2009 West Coast Healthcare Missions & Ministry Conference?

It is a great opportunity to share your organization's ministry vision and projects with people who really care about reaching the world for Christ. Consider these benefits:

- Networking opportunities with 25+ other healthcare ministries and organizations.
- Interaction with 500+ healthcare professionals, mission pastors, and students.
- Publicity for your group through our website.
- Every attendee will receive information about you in the program booklet.

Where & When

Fuller Theological Seminary
135 N. Oakland Ave.
Pasadena, CA 91182

September 18-19, 2009

Nearest Airports

BUR- Burbank 16 miles
LGB- Long Beach 35 miles
SNA- John Wayne 55 miles

LAX- Los Angeles 30 miles
ONT- Ontario 37 miles

Accommodations

Please refer to Lodging at www.healthcaremissions.org

Parking

Please refer to Parking at www.healthcaremissions.org

Conference Schedule/Exhibit Hours

Thursday, September 17 is a pre-conference, being held at a different location. Exhibitors will not be exhibiting at that event.

On Friday & Saturday, September 18 & 19, from 10 AM – 4PM, participants will be encouraged to visit exhibits at breaks, meals, and during designated exhibit times. Some will choose to come by during workshop sessions. We encourage you to attend the plenary sessions with the attendees.

Registration Process

All exhibitors must complete an Exhibitor's Registration form. This form can be downloaded at www.healthcaremissions.org. That form, plus all related fees, must be submitted to the following address. Please make checks payable to Loma Linda CME.

Mail to: WCHMC ATTN: Kristi Libby
7850 Lester Avenue
Lemon Grove CA 91945

Deadlines

Application and registration fee due before June 17, 2009

Exhibit installation must be completed on Friday, September 18 between 10:00- 10:45 AM.

Exhibit dismantling will be on Saturday, September 19 between 3:45-4:45 PM.

Dismantling displays prior to teardown negatively impacts your neighbors. It is detrimental to the intentions of the conference and creates an awkward environment for attendees. Tear down is prohibited until teardown time beginning at 3:45 PM on Saturday.

What is included in my registration?

Eight-foot exhibit space, a 6-foot table, 2 chairs, 2 name badges

Your group description, logo and link are posted on the exhibitor list at

www.healthcaremissions.org and in the Exhibitors' Directory in the conference program booklet.

Exhibit Space Information

Each exhibitor has an 8-foot wide space, a 6-foot table and 2 chairs provided

Standing displays should not exceed 8 feet in width or height.

Electricity (20amp maximum) is limited and available on a first-come, first-served basis when requested on your registration form. If you request and are granted access to electricity, you will need to bring extension cords with you.

What is NOT included?

NO table covers or table skirts are provided. Please bring your own.

Conference Registration for more than 2 people.

Due to limited space, Fuller cannot provide storage and will not accept freight or packages of any size.

More Opportunities for Additional Fee

Advertising- The conference program that each attendee receives has an area for advertisements in the back. These are black and white ads and may be purchased in ¼, ½, or full-page sizes.

Advertising Fee & Sizes

Black & White	¼ page	4" x 5 ¼"	\$75
Black & White	½ page	8 ¼ x 5 ¼	\$125
Black & White	Full Page	8 ¼ x 10 ¾	\$200
Color	Full Page	8 ¼ x 10 ¾	\$300

***Submission requirements:** Logos or artwork must be emailed and presented in a .jpg, .jpeg format, in black and white or grayscale for Black & White advertisements, or color for full page color advertisement. The material should be sent to Kristi Libby by June 17, 2009. kristi@healthcaremissions.org.

Additional marketing opportunities are detailed in the Exhibitor Registration Form.

Internet Access

Fuller Seminary is wireless. All conference participants have free access.

Questions

Contact Kristi Libby at kristi@healthcaremissions.org

Rules and Regulations

These regulations have been formulated in the best interest of all concerned, and any matters not covered here are subject to the decisions of the conference coordinator. The conference reserves the right to accept or reject any application.

Application

Complete and return the Exhibitor Application and applicable fees to:

WCHMC

ATTN: Kristi Libby

7850 Lester Avenue

Lemon Grove CA 91945

Please make checks out to: Loma Linda CME

Care of the Building and Equipment

Exhibitors or their agents must not injure or deface the walls or floors of the building, the exhibit space, or the equipment of the exhibit space. Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture.

Distribution of promotional gummed stickers or labels is strictly prohibited. When damage appears, the exhibitor is liable to the seminary. Anything in connection therewith necessary or proper for the protection of the building, equipment, or furniture will be at the expense of the exhibitor.

Badges

Each organization will be issued badges for two representatives. On the application form, please print the complete name(s) of those who will be representing your organization at the convention.

Shipping

We are sorry that we have no way to receive shipments. You need to bring your display with you.

Mailing Lists

Exhibitors may compile a mailing list by direct solicitation of persons visiting their booth; however, compiling a mailing list of conference attendees from any other source is strictly prohibited.

Liability

Neither the conference nor its officers, directors, agents, or employees are liable for any damages or losses that may occur to an exhibitor, or to an exhibitor's employees or property, from any cause whatsoever. The exhibitor, on signing the application, agrees to hold forever harmless the aforementioned from any and all liability, claims, losses, and expenses for personal injury, accident, property damage, or loss arising out of, in, at, or in connection with the exhibitor's display, including losses arising from cancellation of the conference.

Restrictions

The conference coordinator reserves the right to restrict exhibits that become objectionable because of noise, method of operation, materials, or for any other reason, and also to prohibit or to evict any exhibit that, in the opinion of the conference coordinator, may detract from the general character of the conference as a whole. In the event of such a restriction or eviction, the conference will not be liable for any refunds or other exhibit expenses.

Sales

Exhibitors are permitted to make sales in the exhibit area only. Products and services sold must reflect the overall goal for the conference. Obtaining the appropriate licenses and/or permits as required by law, collecting and remitting sales tax, and complying with any other legal business requirements are solely the responsibility of the exhibitors.

Security

The conference will not be providing security. Therefore, exhibitors are solely responsible for their own exhibit materials and should insure their exhibit against loss or damage from theft, accident, vandalism, fire or other causes.

Use of Space

All demonstrations or other promotional activities must be confined within the limits of the exhibit space. There must be sufficient space remaining to contain conference attendees visiting the booth to participate in such activities. Exhibitors may not move any furniture without the prior consent of the conference coordinator.

Exhibitors shall not assign, sublease, or share the allotted space without the knowledge and consent of the conference coordinator. Exhibited items are limited to goods manufactured or distributed by the exhibitor in its regular course of business. An organization not purchasing exhibit space will not be permitted to solicit business during the conference.

Interference with the light and/or space of other exhibitors is prohibited. The conference coordinator reserves the right to require an exhibitor to alter an exhibit on site. Necessary changes shall be made at the exhibitor's expense and are subject to the approval of the conference coordinator.

Cancellation Policy

We do not offer any refunds for cancellation.

Failure to occupy exhibition space in no way releases the exhibitor from the obligation to pay for the full cost of the requested space. If said space is not occupied the conference coordinator will have the right to use such space as it sees fit to eliminate a gap in the exhibition area.

Entire Agreement

This instrument contains the entire agreement between the parties hereto. Any verbal modifications of this instrument shall be of no force and effect.