

2012 HEALTHCARE MISSIONS CONFERENCE



EXHIBITOR GUIDE

Background & Limitations

Exhibit space at the conference site is extremely limited with only about 8 spaces available indoors and about 15 spaces outdoors. Never-the-less, we realize that this is a wonderful opportunity to share your organization's vision and projects with people who really care about reaching the world for Christ. And this can be of great value to our conference attendees as well.

Because of the great demand, our conference staff will continue to attempt to provide this service, however **it is important that you understand our limitations:**

--Nearly all the exhibit spaces are in the foot traffic areas to the presentation spaces. This is ideal for exhibit visibility, but also requires that the set up and take down be at times that do not interfere with the safe passage of our attendees (Set up between 6:30 and 7:30AM on Friday).

Takedown after conference is over and attendees exit (About 5:30PM on Saturday).

--Weather is, almost without exception, just about perfect in Pasadena in September. The **outdoor tables** (even though less expensive) are, therefore, the most popular with our attendees. (The lunch and snack tables are also located in the Outdoor Exhibit area.) Electrical access is also available to more outside tables than inside tables.

The **downside** is that the outdoor exhibit **materials must be taken inside after the conference Friday and taken back out again Saturday morning.** And though rain is extremely rare in Pasadena at this time of year, it is possible. If that should happen we would do our very best to accommodate you, or refund your payment, whichever you prefer.

Where

Fuller Theological Seminary 135 N. Oakland Ave. Pasadena, CA 91182 [Google Map](#) (The Google photo shows the entrance to the Conference site. About half of the outdoor tables are set up in the covered breezeway where the student is exiting.)

When

Exhibit spaces are available for Friday and Saturday, September 28 and 29, 2012.

Please Note: The conference will begin on Thursday evening, and there may also be "Pre-conferences" on September 27, however exhibit spaces are not available for that day.

Nearest Airports

BUR- Burbank 16 miles LAX- Los Angeles 30 miles LGB- Long Beach 35 miles
ONT- Ontario 37 miles SNA- John Wayne 55 miles

Accommodations

Please refer to Lodging at <http://healthcaremissions.org/FAQ.html>

Parking

Please refer to Parking at <http://healthcaremissions.org/FAQ.html>

Internet Access

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

Conference Schedule/Exhibit Hours

On Friday, September 28 and Saturday, September 29 conference attendees will be encouraged to visit exhibits at breaks, meals, and during designated exhibit times.

Registration Process

All exhibitors must complete an Exhibitor's Registration form on line at <http://healthcaremissions.org/ExhibitorInformation.html>

Deadlines

Application and registration fee due before September 14, 2012.

Exhibit installation may be completed on September 28 Friday morning from 6:30- 7:30 AM.

Exhibit dismantling and takedown will be on Saturday, September 29 about 5:30 PM.

Dismantling displays prior to takedown negatively impacts your neighbors, as well as the attendee conference experience.

Exhibit Registration Fees

-- Exhibitor Registration for Conference & Inside Table for Friday and Saturday: \$500

-- Exhibitor Registration for Conference & Outside Table for Friday and Saturday: \$250

-- Speaker Exhibit Space: \$375 for Inside Table, and \$125 for Outside table (For 2012 HMC Speakers who also wish to purchase an exhibit space)

--Reduced rate conference admission for a second EXHIBITOR TABLE REPRESENTATIVE (Per person. Limit 1.): \$100. All exhibitor table representatives must register for the conference to obtain a conference name/admission tag.

--All of the above include registration for Thursday evening, Friday and Saturday Conference. Also includes CME/CEU/CE credits, Thursday night dinner, Friday and Saturday lunches and snacks.

What is included in my registration?

Eight-foot exhibit space, a 6-foot table, 2 chairs for Friday and Saturday.

Your group description, logo and link are posted on the "List of 2011 Exhibitors" link at <http://healthcaremissions.org/ExhibitorInformation.html>

Conference attendance for Thursday evening, Friday and Saturday.

CME/CEU/CE credits, dinner (Thursday night) and Friday and Saturday lunches and snacks.

One additional booth representative may register at the reduced rate (\$100 per person)

What is NOT included?

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

Shipping

Due to limited space, Fuller cannot provide conference storage and will not accept freight or packages of any size. (Fuller Guest Center, 700 Locust St. Pasadena, CA 91101 reports that for their guests, they will accept and hold packages at the front desk, and also ship the following Monday if necessary and you leave your credit card information. However, this is for their guests only, and you need to confirm with them at 626-578-1050 prior to shipping.) If you are not staying at Fuller Guest Center, your place of lodging may offer similar services.

Exhibit Space Information

Exhibitor spaces are limited and will be distributed on a first-come, first-served basis:

-Approximately 8 Tables are available on the main floor indoors.

-Approximately 15 Tables are available on the main floor outdoors. These tables' contents will need to be moved indoors on Friday evening.

Electricity (20amp maximum) is limited and is also 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 relatively long extension cords with you.

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

Please also see **Background... limitations** above, and **Exhibitor Guide Rules and Regulations** on pages 4 and 5.

Advertising Opportunities

Additional Advertising Opportunities" can be found at:

<http://healthcaremissions.org/ExhibitorInformation.html>

Staffing

All Healthcare Missions Conference staff members (Except for our Fuller Student Liaison) are unpaid volunteers. We are attempting to keep our registration costs low so that as many students and missionaries as possible are able to attend. We very much appreciate any assistance you are able to provide.

Questions

Please contact arnoldgorske@gmail.com

(Continued on page 4&5)

EXHIBITOR GUIDE

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.

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.

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.