



## AN OPEN INVITATION TO DISPLAY YOUR INFORMATION AND MINISTRY AT THE MINISTRY FAIR OF THE 12th NATIONAL GATHERING OF UNITED METHODIST MEN

The Ministry Fair at the 2017 12<sup>th</sup> National Gathering of United Methodist Men has booth spaces available for displaying their ministries and information. The event will take place on the campus of St. Luke's UMC, 100 W 86<sup>th</sup> St., Indianapolis, Indiana. The date of the event is July 7 and 8, 2017.

### Who may display in a booth?

- ☞ An individual who has a message or witness to share.
- ☞ A local United Methodist Men's Unit
- ☞ A local United Methodist Church
- ☞ A neighborhood mission or ministry.
- ☞ A cluster or county-wide UMMen unit
- ☞ A District United Methodist Men organization
- ☞ A Conference Organization of United Methodist Men. (This would be a good assembly/meeting spot for men of the conference to gather and meet, a place to share worldwide what is taking place in a conference area)
- ☞ Jurisdiction Organizations of United Methodist Men.
- ☞ Various affiliate organizations of the United Methodist Church
- ☞ General Agencies and their divisions and ministries.
- ☞ Approved mission specials of the United Methodist Church
- ☞ Approved mission opportunities of the National Association of Conference Presidents
- ☞ Any Civic Youth Organization
- ☞ Any others who have had displays and/or workshops at previous Gatherings.
- ☞ Any sponsors of the event

All booth purposes must be submitted with the application.

Vendor applicants will be screened for relevance to mission and goals of the conference. **The 12th National Gathering of UMM Committee reserves the right to deny any vendor application request.** The online registration link is: [www.ummgathering.org](http://www.ummgathering.org).

### DISPLAY BOOTH INFORMATION

The standard booth will be 10 feet deep by 10 feet wide. Each booth will have one 8-foot table with 2 folding chairs and a one-line booth identification sign for the basic booth. The booths will be separated by drapes on pipe. The backdrop will be 8 feet high; sides will be 3 feet high.

Requests for wider booth spaces will be accepted. Additional chrome folding chairs are \$10.00 each. 8-foot skirted tables are \$50.00 each.

Exhibitors must provide any equipment needed such as AV setup, VCR, monitors, screens, overheads, fans, extension cords, etc. There is a \$75.00 additional cost for electrical. **Electrical outlets must be reserved in advance or will not be available.**

**There is public WiFi available at the church.**

Exhibitors will be expected to dispose of trash in boxes or receptacles as provided.

### **Exhibit Hours**

Setup for the exhibits will be from approximately 8 AM-1 PM on Friday, July 7, 2017.

The following is the official published schedule for the exhibit hall. Entrance to the hall is 30 minutes before opening.

Friday, July 7, 2017—3 PM — 6:30 PM  
Saturday, July 8, 2017—10:00 AM — 5:00 PM

Exhibitor move-out **must** be completed by 9 PM on Saturday night, July 8, 2017.

Exhibitors will be expected to dispose of trash in boxes or receptacles as provided.

### **IMPORTANT NOTICES**

1. The building will be secured between closing and reopening each morning. Exhibitors are responsible for their own security during exhibit hours.
2. Display space is limited and is assigned on a first-come, first serve basis by the date of receipt. You will be notified of your booth number by June 15, 2017.
3. After June 1, 2017, a late fee of \$100.00 will be added.
4. Full payment of booth space is required with the request, in the form of check, money order or credit card. (A \$25.00 charge will be assessed for a returned check). No refund will be made to an exhibitor for any reason. Once you are accepted as an exhibitor, your check will be deposited. Make checks payable to General Commission on United Methodist Men, and send to GCUMM, PO Box 440515, Nashville, TN 37244-0515.
5. A diagram of the Exhibitors' locations will be included in each conference participant's arrival packet.
6. All decisions of the Gathering Committee will be final.
7. The following disclaimer will be printed in program materials describing the Gathering: Exhibitors have paid a fee for the privilege of presenting their materials to the participants of the Gathering. Sponsoring associations and denominations do not endorse the mission statements or necessarily recommend the products displayed.
8. Your request for space acknowledges your agreement to abide by the rules and regulations of the conference.

### **ADVANCE MATERIAL SHIPMENT**

GCUMM will receive and provide storage for official materials and exhibits no earlier than July 3, 2017. The Gathering or exhibitors must remove materials and exhibits no later than July 8, 2017.

Materials/ Exhibits for storage are to be shipped as follows:

12th National Gathering of United Methodist Men  
Exhibit #  
C/O (your name)  
1000 17<sup>th</sup> Ave S  
Nashville, TN 37212

### **LIABILITY CLAUSE**

*Exhibitor agrees to protect, save and hold the 12<sup>th</sup> National Gathering of UMMen, St. Luke's UMC,, and all agents and employees thereof (hereafter collectively called Indemnities) forever harmless for any damages or charges imposed of the exhibitors or those holding under the exhibitor, and further, the exhibitor shall, at all times, protect, indemnify, save and hold harmless the Indemnities against and from any and all losses, costs, damages, liability or expenses (including attorney's fees) arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees or business invitees, which arise from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or any part thereof.*

# REQUEST FOR DISPLAY/EXHIBIT SPACE

12th National Gathering of United Methodist Men – July 7-8, 2017  
St. Luke's UMC, Indianapolis, Indiana

To Register online: [www.ummgathering.org](http://www.ummgathering.org)

Submitted for: \_\_\_\_\_

Submitted by: Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_  
Daytime Telephone (\_\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

Indicate Status:  Profit  Non-Profit Status ID \_\_\_\_\_

Purpose of Display \_\_\_\_\_  
\_\_\_\_\_

How does this display relate to theme, goals or priorities of United Methodist Men or the United Methodist Church?  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: Please include information or brochures that describe your organization with the application.

The prices below include the following: Two persons connected to exhibits are invited to attend the full event at no additional program fee. Any other persons in the booth not registered for the full event, will be charged \$20 to cover name badge and lunch meal on Saturday, July 8, 2017. A list of hotels with contracted rates are listed on the UMM Gathering site. [www.ummgathering.org](http://www.ummgathering.org)

### Non-Profit Prices:

- Standard Booth (10' deep by 10' wide) \$299.00
  - Standard Booth (10' deep by 20' wide) \$375.00
  - Standard Booth (10' deep by 30' wide) \$475.00
  - Custom Booth (10' deep X \_\_\_\_\_ Feet wide)
- (Prices include one 8 ft. table and two folding chairs)

### For-Profit Prices:

- Standard Booth (10' deep by 10' wide) \$399.00
  - Standard Booth (10' deep by 20' wide) \$475.00
  - Standard Booth (10' deep by 30' wide) \$575.00
  - Custom Booth (10' deep X \_\_\_\_\_ Feet wide)
- (Prices include one 8 ft. table and two folding chairs)

Additional furnishings needed:

- Additional folding chairs # \_\_\_\_\_ @ 10.00 each = \$ \_\_\_\_\_
- Additional 8 ft. tables # \_\_\_\_\_ @ \$50.00 each = \$ \_\_\_\_\_

Will you need 110 electrical supply for your display?

Yes or  No

Additional cost for electrical outlet = \$75.00

**ELECTRICAL MUST BE RESERVED IN ADVANCE OR IT WILL NOT BE AVAILABLE.**

\_\_\_\_\_ Total Applicable fee

Payment options: Amount of check enclosed \$ \_\_\_\_\_

Please charge:  Visa  MasterCard  Discover  American Express

Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_

Security Code on card: \_\_\_\_\_

Name on Card (please print or type) \_\_\_\_\_

Billing address on card: \_\_\_\_\_

Billing City/State/Zip \_\_\_\_\_

Signature \_\_\_\_\_

If you want an email confirmation of the charge, please give us your email address: \_\_\_\_\_

Your signature below signifies your agreement to all terms, conditions, and regulations including: the statement of liability, rules of the conference in effect in July 2017, remaining in the hall during the stated hours of exhibition and abiding by the set-up and take down hours. You agree that all monies paid are non-refundable and that all decisions of the Gathering fair management will be final.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

**Please indicate payment options. Forms received without full payment will be returned. Make checks payable to General Commission on United Methodist Men**

NOTE: After June 1, 2017, a late fee of \$100.00 will be added

Please return by June 1, 2017 to:

General Commission on United Methodist Men  
12th National Gathering of UMM Exhibits  
PO Box 440515  
Nashville, TN 37244-0515

For more information: (615) 620-7266 FAX (615) 340-1770 email: mdavis@gcummm.org