



Dare to Dream
Single Moms Retreat:
May 4-5, 2018

APPLICATION FOR EXHIBIT SPACE

HOW TO REGISTER:

1. Complete application and scan to kostrem@mnaog.org or mail to BTG - Single Moms Retreat Exhibitor 1315 Portland Ave. S Minneapolis, MN 55404
2. Pay online at mnbtg.org/retreat, mail a check with application, or pay over the phone (contact Janel at 612-332-2400).
3. Kristen will follow up with you via email.

Exhibit Space:	Quantity	Total
• 2 to a room (lodging/ event registration)	\$89 x _____ =	_____
• 1 to a room (lodging/ event registration)	\$119 x _____ =	_____
• 8 ft covered table	\$250 x _____ =	_____
• Add electricity	+ \$25 x _____ =	_____
Grand Total:		_____

Roommate Preference, if any: _____

All tables will include an 8-foot covered table, 2 chairs, and will be located in the back of the Worship Center. Please bring your own table cloth to cover your table when closed.

Authorized Signature (read, sign and print name):

By signing below, I hereby acknowledge that I have read, understand, and agree to the General Terms and Conditions set forth in the attached Exhibitor Contract Guidelines. I further acknowledge that failure to abide by these Guidelines may result in the loss of my Exhibitor Privileges without recourse or refund. COMPLETING AND SUBMITTING THIS APPLICATION AND PAYMENT IS NOT A GUARANTEE OF SPACE OR PLACEMENT. THIS APPLICATION SHALL NOT BE A BINDING CONTRACT UNTIL THIS PAGE OF THE APPLICATION HAS BEEN SIGNED BY THE EXHIBITOR, SUBMITTED WITH PAYMENT, AND CONFIRMED BY A CONFIRMATION EMAIL FROM AN AUTHORIZED REPRESENTATIVE OF BRIDGING THE GAP (BTG). SHOULD BTG NO LONGER HAVE SPACE OR NOT CONSENT TO ACCEPTING APPLICATION HOWEVER, ALL PAYMENT FUNDS WOULD BE REFUNDED TO APPLICANT.

Print Name _____

Signature _____

Date _____

Company Name

Primary Contact Name

Payer's Name on Online or Check Payment

Address City, State, Zip

Contact Phone Number

Email address

Products and Services (Check one):

- Retailer
 Artist
 Ministry Non-Profit
 Distributor
 Non-Profit
 Other

Nature of Business

Would you be interested in event sponsorship information?

Would you be interested in donating a giveaway? If so, what?

Exhibitor Contract Guidelines

All matters and questions not covered by the Exhibitor Contract Guidelines are subject to the decision of Bridging the Gap (BTG). These Contract Guidelines may be amended or supplemented at any time by BTG and all such amendments or additions shall, upon reasonable notice, be as equally binding on all parties affected as the original Rules and Regulations.

Qualifications:

Applicants are required to submit the nature of their business and the scope of their products and/or services to be exhibited. This and other information are provided on the Exhibitor Application, which must be completed by each vendor seeking to exhibit at the retreat. BTG reserves the right to deny any application to exhibit.

Assignment of Space:

Prime location will be given—at the discretion of BTG—to Exhibitors on a first come, first served basis, corresponding to the level of BTG sponsorship or payment submission date for general exhibitors.

Use of Space:

The space contracted-for is to be used solely for the Exhibitor whose name appears on the Exhibitor Application, and it is agreed that the Exhibitor will not sublet nor assign any portion of that space without written consent of BTG.

Hold Harmless:

BTG and Lake Geneva Christian Center shall in no way be responsible for damage, injury, loss, or destruction of any property of Exhibitor, its agents, employees, licensees, or invitees that may occur during the Single Moms Retreat event.

Cancellation by Exhibitor:

If notification of cancellation is received by April 4, 2018, a non-refundable cancellation fee of \$50.00 will be issued. There will be no refunds for exhibit cancellations made after April 4, 2018.

Rights in the Event the Exhibit is Not Held:

Should BTG elect to cancel the Exhibit, **BTG's liability to Exhibitor shall be the re-fund of any payments for booth space received.** BTG shall not be liable for any consequential damages which may arise from such cancellation. Should the Exhibit be canceled due to circumstances beyond the control of BTG, including but not limited to acts of God, acts of war, governmental emergency, labor strike or destruction of exhibit facility, BTG shall return each Exhibitor's space payment less a pro-rata share of costs and expenses incurred.

Security and Insurance:

BTG and Lake Geneva Christian Center and their respective agents and employees shall not be responsible for the safety of the property of the Exhibitor and its agents or employees from theft, damage by fire, accident, or any other cause. It shall be the Exhibitor's responsibility to maintain such insurance against personal injury and property damage liability in such amount as the Exhibitor deems appropriate.

Installation and Dismantling:

Exhibitor shall observe the established move-in and move-out times as follows: Set-up may begin at 10 a.m. on Friday, May 4, and must be completed by 5:00 p.m. Teardown for all tables must take place after, and no sooner than the start of the final session on Saturday, May 5. Failure to remove an exhibit at the allowed time will afford BTG the right to remove same to a warehouse, subject to the Exhibitor's disposition, with all charges to follow at no liability to BTG.

Exhibit Design and Amenities:

All exhibits must remain within the confines of their own space, and no Exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view, cause injury or affect the display of other Exhibitors. Arrangements for electricity can be made available at no additional charge. Wi-Fi will be accessible to Exhibitors; however, due to constraints of venue, BTG does not guarantee high-speed internet access. Any additional expenses incurred in association with special arrangements are the responsibility of the Exhibitor.

Compliance:

Exhibitor agrees to adhere to and be bound by all (1) applicable fire, utility, and building codes and regulations; (2) any rules and regulations of Lake Geneva Christian Center; (3) the terms of all leases and agreements between BTG and said venue; (4) the Americans with Disabilities Act, to the extent required to make Exhibitor's exhibit accessible to persons with disabilities; and (5) the terms of all leases and agreements between BTG and any party relating to the Exhibit. Exhibitor shall not do or permit others to do anything in the venue which would in any way increase the insurance premiums payable by BTG or the venue.

Restrictions:

- BTG reserves the right to restrict exhibits that may have been falsely entered, or may be deemed unsuitable, objectionable or detract from the general order of exhibits.
- Because of aggressive enforcement laws related to copyrighted music, we must ask our exhibitors either (1) not to play live or recorded music that is subject to licensing by BMI, ASCAP or any other organization authorized to license copy-righted music, or (2) to obtain themselves, at their sole expense, the proper license from the copyright holder.

Lodging/Registration/Badges:

- Exhibitors must register for a 2 to a room or 1 to a room lodging/event registration. If Exhibitor chooses the 2 to a room choice but does not note a roommate preference, BTG will assign another guest 2-to-a-room registered guest to that room.
- Lodging/event registration includes 3 meals (Friday supper, Saturday breakfast, and Saturday lunch) and lodging on Friday night in the Kingsriter Center. If Exhibitor is also a single moms, registration enables her to attend sessions, activities, and receive complementary gifts (Car Care, Diva Boutique, Spa, etc.) outside of exhibiting.
- All representatives of exhibiting organizations must be registered for the Single Moms Retreat and are required to wear an authorized badge—given by BTG upon arrival—while at the Single Moms Retreat.

Hospitality Suites:

By executing this contract, Exhibitor agrees that its entire exhibit and display will be confined to the exhibit hall and the booth space assigned. Exhibitor agrees not to operate hospitality suites during regularly scheduled hours of meeting, exhibits, or other BTG functions.

Violations of Exhibitor Contract Guidelines:

Violations of these Exhibitor Contract Guidelines will afford BTG the right to prohibit Exhibitor from exhibiting at the current year's retreat (in which case Exhibitor shall forfeit its booth payments) and/or prohibit Exhibitor from exhibiting at future retreats.