



OFFICE

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Exhibit Booth Space Terms and Conditions

General Conditions

The Society reserves the right to decline requests for exhibit space that it deems to be out of harmony with the purpose of the Annual Meeting. Exhibitors may use exhibit space to sell books and other items, advertise ministries, and distribute literature. Exhibitors are responsible to conform to all state and local laws, including the collection and payment of sales taxes. Exhibitors are also required to conform to union rules as they pertain to the use of the venue. Exhibit space may not be sublet. Exhibit space may not be shared by more than one organization without prior approval by ETS.

ETS is not responsible for lost, stolen, or damaged merchandise or exhibit materials. It is the obligation of Exhibitors to ensure products and equipment are insured at all times. Loss or theft of any Exhibitor items in storage or in transit to and from the meeting and/or while in the exhibit hall is the sole responsibility of the exhibitor. Although ETS provides security for the exhibit hall, no security measure is foolproof. As such, ETS recommends Exhibitors arrange for all risks coverage.

Exhibit Space & Exhibitor Credentials

All materials and displays must be kept inside the exhibit booth area. Signage and booth displays may not block line of site down the main aisles of the exhibit hall. Exhibit staff must display exhibitor credentials (name badges) at all times in the exhibit area including all personnel assisting with set up and tear down of the booth. No one will be allowed in the exhibit hall before or after the show hours without proper exhibitor credentials. (This includes spouses, friends, students, etc. who have been recruited to help.) Exhibitor credentials must also be displayed for admission to any ETS session.

Exhibit Space Package

The cost of each exhibit booth space includes an 10' x 10' pipe and drape booth (8' high back wall & 3' high side drape), a 7" x 44" ID sign, 3 exhibitor credentials (necessary for access to exhibit hall and program sessions), copies of the printed program, and listing in the printed program. (Space must be contracted by July 15th for guaranteed inclusion in the printed program.) *Internet and/or electrical service, furniture, and other exhibit services are not included. Please consult the exhibitor kit sent out by Freeman.*

(Estimated delivery date of exhibitor kit is on or before August 1st)

Additional exhibitor credentials may be purchased at \$50 each. Exhibitors must supply a list of exhibitor names by October 1. Exhibitor name badges will be distributed on-site at the exhibitor window of the registration desk. Unused exhibitor credentials will not be refunded.

Exhibitors are invited to purchase banquet tickets. The banquet will be held Wednesday evening, Nov. 17th at 7 pm. Tickets are \$25.00 and may be purchased when exhibitor names are submitted.

Deposits, Payments, Cancellations, and Refunds

Exhibit space reservation appointments will be made with exhibitors in order based on earned Exhibitor Points. A signed agreement and full payment must be submitted within 60 days of invoice or Nov 1, whichever comes first. The reservation is not binding until the full payment has been received.

Cancellation must be made in writing to the Society office. If an exhibitor does not provide written notice of cancellation, the exhibitor will not be allowed to rent space at the next two annual meetings. If an exhibitor submits written notice of cancellation prior to June 30 a refund of the fees paid, minus a \$100 administrative fee, will be issued. No refunds will be issued after June 30.

I understand and agree to abide by these terms and conditions for exhibiting at the ETS Annual Meeting.

Print Name

Signature Date

Organization