



**National Men's Conferences  
Exhibitor's Handbook**

**PO Box 11798  
Denver, Colorado 80211-0798**

# EXHIBITOR BOOTH PURPOSE STATEMENT

The purpose of the exhibitor booths at Promise Keepers National Conferences is to expose conference attendees to both national and local Christian Ministries and other Christian led organizations that meet or encourage adherence to one or more of the Seven Promises of a Promise Keeper.

## THE SEVEN PROMISES OF A PROMISE KEEPER

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1. A Promise Keeper is committed to honoring Jesus Christ through worship, prayer and obedience to His Word, in the power of the Holy Spirit.
2. A Promise Keeper is committed to pursuing vital relationships with a few other men, understanding that he needs brothers to help him keep his promises.
3. A Promise Keeper is committed to practicing spiritual, moral, ethical and sexual purity.
4. A Promise Keeper is committed to building strong marriages and families through love, protection and biblical values.
5. A Promise Keeper is committed to support the mission of the church by honoring and praying for his pastor and by actively giving his time and resources.
6. A Promise Keeper is committed to reach beyond any racial and denominational barriers to demonstrate the power of biblical unity.
7. A Promise Keeper is committed to influence his world, being obedient to the Great Commandment (Mark 12:30-31) and the Great Commission (Matthew 28:19-20)

## MINISTRY EXHIBIT GUIDELINES

Promise Keepers conference exhibitor review board will review ministry exhibit applications. The decisions made by this panel are final. Selections are based upon relevance to the ministry of Promise Keepers and the *Seven Promises of a Promise Keeper*.

1. Ministries that are approved will be required to submit a **Certificate of Insurance (COI)** to the Exhibit Manager no later than **15 days** prior to the event. Those approved for sales transactions on site also must submit **all applicable state and local business and sales tax licenses** to the Exhibit Manager **15 days** prior to the event.
2. Only Promise Keepers and those who are currently in contractual agreement with Promise Keepers will be allowed to exhibit product, services and ministry information on site, and only from their assigned exhibit area.
3. The basic ministry exhibit fee will include:
  - exhibitor credentials (needed for admission)
  - exhibit pipe and drape
  - one draped and covered 8' table
  - two chairs
4. Appropriate activities in exhibit area:
  - Passive interaction with men about your ministry
  - Distribution of free resources
  - **If approved: on-site sales transactions**
5. Inappropriate activities in exhibit area:
  - Initiating contact with passerby from the aisle or other areas in and around the exhibit area (we do not want to create a "marketplace" environment)
  - Distribution of political or public policy materials
  - Shouting or using voice amplification devices to attract attention of those passing by
6. The exhibit coordinator will assign exhibit display areas.
7. No materials may be fastened to the walls of the exhibit hall without prior consent of the exhibit coordinator.
8. Promise Keepers takes no responsibility for lost or stolen articles.
9. Exhibitors must check-in Friday with the exhibit coordinator to be assigned their respective exhibit space before setting up in the exhibit areas.
10. All assigned exhibit spaces must be staffed during all exhibit hours.

11. Audio/visual sound, if approved, must be kept at a reasonable level as a courtesy to other exhibitors and may be used only at program breaks to avoid any distraction from the conference program.

12. Exhibitors are expected to maintain proper standards of professionalism at all times.

13. No drawings, contests, raffles, or petitions of any kind, etc. are allowed.

14. All exhibit application fees must be received at the Promise Keepers' National office no later than **30 days** prior to the event. Failure to meet this deadline will result in cancellation of your exhibit booth acceptance.

15. Exhibitors are responsible for shipping their material to and from the event.

16. Exhibitors are responsible to make their own arrangements for all related equipment (e.g., A/V rentals, special lighting, etc.), all of which is subject to venue rules and regulations and Promise Keepers approval.

17. Exhibitors are responsible to pay for their own parking costs (amount and availability are within sole discretion of each venue) and any venue assessed charges for electrical power and hook-up.

**18. Exhibitors are responsible for tracking, collecting and remitting applicable sales tax.**

**\*\*IMPORTANT FOR EXHIBITORS APPROVED FOR SALES TRANSACTIONS\*\***

**Complying with applicable state and local tax laws is a biblical mandate (Romans 13:6-7). In most jurisdictions, sellers/vendors must obtain a license to collect sales taxes on sales made at the event site, and then charge, collect and remit the applicable state/local sales taxes for all sales. Exhibitor must provide a copy of any such license 15 days prior to the applicable conference. Exhibitor's failure to obtain a license when required, or to timely provide PK with a copy, will revoke the sales right. Some jurisdictions may require PK to remit to the taxing authorities the sales tax revenue that its on-site sellers collect from purchasers and in that event, PK will advise.**

**If an exhibitor refuses to abide by any of the above guidelines or any venue-specific rules and regulations, the exhibitor may lose exhibitor privileges, including being removed from the venue site.**

## MINISTRY EXHIBIT BASIC INFORMATION

### **Ministry Exhibit Rates:**

1. \$1000 per 8'x10' exhibit space
2. \$1000 **additional** for sales transaction privileges (availability limited)  
(a per booth total of \$2000.00 – booth & sales)
3. Electrical power: If the venue charges to “hook up” the electricity the exhibitor will be responsible to pay for that service.

### **Basic Ministry Exhibit Fee Includes:**

1. Exhibitor credentials (needed for admission)
2. Exhibit pipe and drape
3. One 8' skirted and topped table
4. Two chairs

### **Other Information:**

1. Photo ID will be required from all exhibitors at exhibitor check-in.
2. Promise Keepers will not provide volunteers for set up or to work any exhibitor booth.

## **FIRE AND SAFETY REGULATIONS**

1. All exhibitors must comply with all applicable federal, state and municipal statutes, codes, rules and regulations.
  
2. Electrical equipment must be Underwriters Laboratory (U.L.) approved for their specified use, and otherwise must satisfy all venue and fire marshal requirements.
  
3. Smoking is prohibited within the venue.
  
4. All display materials must meet public safety regulations.
  
5. Use of flash pots, fireworks, open flames, burning or smoke-emitting materials is prohibited.
  
6. Signs and/or decorations may not be taped, nailed, tacked, stapled or otherwise fastened to any wall, ceiling, column, stone, window or painted surface.
  
7. Subject to venue-specific limitations, lights with U.L. approved clamp-on types of portable spotlights, with a porcelain base and metal guards are allowed. **Clip types are not allowed.**
  
8. All exhibit area entrances, exits and walkways must be clear at all times. No obstructions will be allowed at any time.
  
9. Storage of empty cartons, boxes, and other flammable materials under tables, behind booth walls etc. is prohibited.

## LABOR GUIDELINES

Some sites will be under union guidelines and regulations concerning set-up and tear down.

At those sites union labor will be responsible for:

- floor layout
- carpet
- drapes
- rental furniture
- decorating rental items
- masking aisle sign
- hanging special signs
- unloading and loading of freight
- delivery of material to exhibit
- installation and dismantling of exhibits and rigging

In most locations, individual exhibitors who wish to install and dismantle their own exhibits may be permitted do so if **THEY USE EXHIBITOR'S OWN PERSONNEL**. Do not attempt to bring in pick up labor.

All exhibitors **MUST** comply with local and state fire safety and insurance regulations and rules set by the venue.

Exhibitors usually may handle their own freight if materials can be hand carried to and from the exhibit area via accepted freight entrances or if transport of larger items can be done using exhibitor's two-wheeled hand trucks or four-wheeled mover type dollies. Unions claim jurisdiction under **all** other circumstances.

## INSURANCE AND LIABILITY

### Requirements for Every Conference Exhibitor

1. Each ministry exhibitor shall at its own cost and expense, procure and maintain general liability insurance evidence by a **Certificate of Insurance (COI)** with an A+ rated insurance carrier, which lists **Promise Keepers** as certificate holder and additional insured. If applicable, exhibitors also must carry statutory workers compensation insurance.
2. The COI must be sent to Promise Keepers (**do not have your broker send the COI to the venue!**) at least **15 days** prior to the event and must be issued by an insurance provider licensed to do business in the state where the event will be held.
3. The COI must indicate current comprehensive general liability coverage in the amount of at least \$1,000,000.00 bodily injury and property damage, combined single limit.
4. The COI must show the dates of coverage, the event venue/facility and its physical address.
5. The COI must list Promise Keepers as certificate holder and additional insured and is required to be on file with Promise Keepers no later than **15 days** prior to the scheduled conference date. Failure to provide a certificate meeting these criteria constitutes a breach of the Exhibitor Agreement and may result in forfeiture of booth space and fees.
6. Promise Keepers is not responsible for the loss or theft of any property that the exhibitor owns (including but not limited to product, booth, exhibit, inventory, supplies or personal items). Exhibitors should understand that the required Certificate of Insurance does not provide coverage for the exhibitor's own property and each exhibitor is responsible for procuring this coverage at his own expense.

**PRODUCER**

Insurance Agency  
1234 East Street  
City, State Zip

J M Kuykendall

Phone No. 123-456-7890

Fax No.

**INSURED**

Ministry Name  
Ministry Address

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**

**COMPANIES AFFORDING COVERAGE**

COMPANY

A

Insurance Group Name

COMPANY

B

COMPANY

C

COMPANY

D

**COVERAGES**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE				POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS				
A	GENERAL LIABILITY				21UULC3765	01/01/99	01/01/2000	GENERAL AGGREGATE	\$1,000,000			
	X	COMMERCIAL GENERAL LIABILITY						PRODUCTS-COMP/OP AGG	\$1,000,000			
		CLAIMS MADE	X	OCCUR				PERSONAL & ADV INJURY	\$1,000,000			
	OWNERS'S & CONTRACTOR'S PROT							EACH OCCURRENCE	\$1,000,000			
								FIRE DAMAGE (Any one fire)	\$ 50,000			
								MED EXP (Any one person)	\$			
A	AUTOMOBILE LIABILITY				21UUNLC3765	01/01/99	01/01/2000	COMBINED SINGLE LIMIT	\$			
	X	ANY AUTO						BODILY INJURY (Per person)	\$			
	ALL OWNED AUTOS							BODILY INJURY (Per accident)	\$			
	SCHEDULED AUTOS							PROPERTY DAMAGE	\$			
A	X	HIRED AUTOS										
A	X	NON-HIRED AUTOS										
A	GARAGE LIABILITY							AUTO ONLY-EA ACCIDENT	\$			
	ANY AUTO							OTHER THAN AUTO ONLY:				
								EACH ACCIDENT AGGREGATE	\$			
	EXCESS LIABILITY							EACH OCCURRENCE	\$1,000,000			
A	X	UMBRELLA FORM			21XHURP6517	01/01/99	01/01/2000	AGGREGATE	\$1,000,000			
	OTHER THAN UMBRELLA FORM											
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				21WBES9488	01/01/99	01/01/2000	X	WC STATUTORY LIMITS	OTHER		
	THE PROPRIETOR/PARTNERS/ EXECUTIVE OFFICERS ARE:										EL EACH ACCIDENT	\$
			INC	EXCL							EL DISEASE-POLICY LIMIT	\$
	OTHER										EL DISEASE-EA EMPLOYEE	\$

**SAMPLE**

**IMPORTANT**

- ❖ Catalytic Event Date
- ❖ Site
- ❖ Address

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS**  
 Reference: Promise Keepers Men's Conference, (Event Date)  
 Venue Name  
 Venue Address  
 Venue City, State Zip  
 Certificate Holder is added as additional insured

**CERTIFICATE HOLDER**

Promise Keepers  
 Attn: Exhibit Coordinator  
 5600 S Quebec St Suite 200-D  
 Greenwood Village, CO. 80111  
 Fax: 303.964.7720

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**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMES TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

J M KUYKENDALL

*J M Kuykendall*