



# 2020 Exhibitor Agreement

The undersigned hereby reserves exhibition space at the 48<sup>th</sup> General Assembly of the Presbyterian Church in America, June 16-19, 2020 in Birmingham, AL. The Exhibit Hall will be open Tuesday, June 16 - Thursday, June 18.

## **Policies and Procedures:**

The undersigned has read and agrees to abide by the [Exhibitor Policies and Procedures](#) set by the Administrative Committee.

## **Sponsorship Opportunities:**

The undersigned requesting sponsorship of the 48<sup>th</sup> General Assembly agrees to have all advertisements and inserts approved by the Administrative Committee.

## **Selling from Booth:**

For the undersigned who has requested and been approved to sell directly from the exhibit booth, agrees to pay the additional fee. See Exhibitor Policies and Procedures for details regarding the approval process.

## **Exhibitor Housing:**

We request that all exhibitors stay in the contracted hotels, who have agreed to help with the rental cost of the meeting space. Please help keep both your and our costs down! Lower costs for us mean lower rates for you.

## **Endorsements:**

The undersigned understands that permission to sponsor and/or to place an exhibit does not imply the endorsement of the Presbyterian Church in America (PCA) of the undersigned's product, services, or objectives. The PCA assumes no responsibility for misrepresentations made by exhibitors. The undersigned agrees that all representation made by the undersigned shall be accurate and truthful.

## **Release of Liability (Responsibility Clause):**

The exhibitor shall be fully responsible to pay for any and all damages to property owned by the Birmingham-Jefferson Convention Complex, its owners or managers, which result from any act or omission of the exhibitor. Exhibitor assumes responsibility and agrees to indemnify, defend and hold harmless the Birmingham-Jefferson Convention Complex, and their respective owners, managers, subsidiaries, affiliates, employees and agents, and Presbyterian Church in America from and against any claims or expenses arising out of the use of the exhibition premises. Exhibitor's liability shall include all losses, costs, damages, or expenses arising from, 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, and business invitees which arise from or out of the exhibitor's occupancy and use of the exhibition premises, or any part thereof.

The exhibitor understands that neither the Presbyterian Church in America nor the Birmingham-Jefferson Convention Complex maintain insurance covering the exhibitor's property and it is their sole responsibility.

## **Refunds:**

There shall be a \$25 administrative fee for canceling exhibit arrangements up to 30 days prior to the opening of the Assembly, **May 19**.

- May 15 through May 28 - one-half of the exhibit fees shall be refunded.
- After May 28 **no refund will be made**.

This agreement contains the entire understanding between the parties, and no representation or inducement has been made that is not set forth herein.



# PCA GENERAL ASSEMBLY 2020 EXHIBITOR AGREEMENT

**Birmingham-Jefferson  
Convention Complex  
Birmingham, AL  
June 16-19, 2020**

**Sponsorship Packages:**

**Gold, Silver, and Bronze** sponsorship packages provide you the flexibility to choose the brand recognition options that best fit your organization. All three levels include:

- **Logo on the Commissioner Tote Bag**
- **Enhanced listing on the Mobile App**
- **Logo on Assembly Signage**
- Name in the Commissioner Handbook

**Gold Level** - Includes one booth with a **premium placement location** and your choice of any **two** brand recognition items.

**Silver Level** - Includes one regular booth and your choice of any **two** brand recognition items.

**Bronze Level** - Includes one regular booth and your choice of **one asterisk** brand recognition item.

**Booth Pricing:**

**\$700 per booth** for registrations and payments **received by April 30**.

**\$800 per booth** for registrations and payments **received May 1 or later**, if space is available.

**Selling from Booth:**

For the exhibitor who has requested and been approved to sell directly from the exhibit booth, the fee will be **\$350, plus booth rental**. See the Exhibitor Policies and Procedures for details regarding the approval process.

**To register by credit card, please use online registration at:**

[pcaga.org/exhibitors/](http://pcaga.org/exhibitors/)

If registering by mail, make check payable to:

**Presbyterian Church in America**

Return by mail to:  
1700 North Brown Road, Suite 105  
Lawrenceville, Georgia 30043-8143  
E-mail to: [events@pcanet.org](mailto:events@pcanet.org)

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name to Print on Exhibit Booth Sign: \_\_\_\_\_

Individual to Receive Exhibit Hall Information:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Sponsorship Packages**

Please select your sponsorship level:  ~~Gold Level - \$3,500~~;  Silver Level - \$2,500;  Bronze Level - \$1,500  
All three levels receive one (1) complimentary exhibit booth. Gold Sponsors receive priority booth placement.

**Exhibit Booth Rental**

Space Rental for regular exhibit space will be:  
\$700 for registrations received by April 30

(A) \_\_\_\_\_ Level Total \_\_\_\_\_

(B1) \$700 x \_\_\_\_\_ Total \_\_\_\_\_  
(Number of Exhibit Booths)

\$800 for registrations received May 1 or later

(B2) \$800 x \_\_\_\_\_ Total \_\_\_\_\_  
(Number of Exhibit Booths)

**Selling from Exhibit Booth:**

Space rental for selling directly from exhibit space, add an additional \$350:  
You must receive permission from the AC to sell directly from your booth.

(C) \$350 x \_\_\_\_\_ Total \_\_\_\_\_

**A la Carte Options**

**Exclusive Sponsorship - Limited Availability Options**

Convention Center Wi-Fi Sponsor

Organization name or logo will appear on password cards, on large screen announcements for the Wi-Fi, and in printed materials.

(D1) \$1,000 x \_\_\_\_\_ Total \_\_\_\_\_  
(Two Sponsors Only)

Coffee Sleeve Sponsor - includes logo on cup sleeve

Your organization logo on each coffee cup sleeve and at coffee stations.

(D2) \$750 x \_\_\_\_\_ Total \_\_\_\_\_  
(Two Sponsors Only)

Assembly Wide Seminar Sponsor

\$1,250 large seminar sponsorship

(Sponsor 5 minute presentation at beginning of Assembly Wide seminar)

(D4) \$1,250 x \_\_\_\_\_ Total \_\_\_\_\_  
(One Sponsor Only)

\$1,500 large seminar sponsorship

(Sponsor exposure at end of Assembly Wide seminar)

(D5) \$1,500 x \_\_\_\_\_ Total \_\_\_\_\_  
(One Sponsor Only)

Dessert Social Sponsor - Dessert Station at or near your booth

Your organization name or logo on large screen announcements, In printed materials and at the dessert station.

(D6) \$500 x \_\_\_\_\_ Total \_\_\_\_\_  
(No Sponsorship Limit)

**Brand Recognition Options**

Advertisement on Large Screens

(E1) \$800 x \_\_\_\_\_ Total \_\_\_\_\_  
(Number of Advertisements)

Commissioner Tote Bag Insert

(E2) \$500 x \_\_\_\_\_ Total \_\_\_\_\_  
(Number of Inserts)

Fellowship and Networking Seating Area

(E3) \$500 x \_\_\_\_\_ Total \_\_\_\_\_  
(Number of Seating Arrangements)

Regular Seminar Sponsor\*

(E4) \$300 x \_\_\_\_\_ Total \_\_\_\_\_  
(Number of Seminars)

Water Station Sponsor\*

(E5) \$300 x \_\_\_\_\_ Total \_\_\_\_\_  
(Number of Stations)

Power Station Sponsor\*

(E6) \$300 x \_\_\_\_\_ Total \_\_\_\_\_  
(Number of Stations)

\* Bronze Sponsor Package select option with an asterisk.

(E) Total \_\_\_\_\_

**Payment Total**

Sponsorship  
Exhibit Booth Rental  
Selling from Booth  
Exclusive Sponsorship Limited Availability Options  
Brand Recognition Options

Total from (A) = \_\_\_\_\_

Total from (B) = \_\_\_\_\_

Total from (C) = \_\_\_\_\_

Total from (D) = \_\_\_\_\_

Total from (E) = \_\_\_\_\_

**Grand Total** = \_\_\_\_\_