



2023 Exhibitor Agreement

The organization hereby reserves exhibition space at the 50th General Assembly of the Presbyterian Church in America, June 12 - June 16, 2023 in Memphis, TN. The Exhibit Hall will be open Tuesday, June 13 - Thursday, June 15.

Policies and Procedures:

The organization has read and agrees to abide by the [Exhibitor Policies and Procedures](#) set by the Administrative Committee. By filling out this registration form, you are agreeing to our policies and procedures.

Sponsorship Opportunities:

The organization requesting sponsorship of the 50th General Assembly agrees to have all advertisements and inserts approved by the Administrative Committee.

Selling from Booth:

For the organization 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 organization 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 organization agrees that all representation made by the organization 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 Renasant Convention Center, 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 Renasant Convention Center, 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 Renasant Convention Center maintain insurance covering the exhibitor's property and it is their sole responsibility.

Photo Release

The Presbyterian Church in America and its legal representatives and assigns, retain the right and permission to publish, without charge, photographs taken during the General Assembly. These photographs may be used in publications, including electronic publications, or in audio-visual presentations, promotional literature, advertising, or in other similar ways.

Medical Release

While we do our best to provide the safest possible environment for our events, the Presbyterian Church in America cannot be held responsible for any medical emergencies that occur during the General Assembly.

Security

The PCA Administrative Committee seeks to arrange for security personnel in the Exhibit Hall during non-Exhibit Hall hours. Neither the PCA, PCA Administrative Committee, or the security company personnel will be liable for any damage or theft to the exhibitor's display or property. The security that the PCA is providing is for the PCA and its guests and not for the protection of exhibitor's property. The exhibitor should not rely on PCA-provided security for any reason.

Refunds:

There shall be a \$25 administrative fee for canceling exhibit arrangements up to 30 days prior to the opening of the Assembly, **May 12.**

- May 13 through May 22 - one-half of the exhibit fees shall be refunded.
- No refund will be considered, except for extraordinary circumstance, after May 23, 2023.

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 2023 EXHIBITOR AGREEMENT

**Renasant Convention Center
Memphis, TN
June 12 - June 16, 2023**

Sponsorship Packages:

Sponsorship packages are the premier way for your organization to make an impact at General Assembly.

Gold Level - Includes one regular 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.

Every Sponsorship Package includes:

- Logo on the Commissioner Tote Bag
- Enhanced listing on the Mobile App
- Logo on Sponsorship Listing Signage
- Sponsorship recognition in the Commissioner Handbook
- Sponsorship recognition on special Large Screen Advertisement

Booth Pricing:

Exhibit booths are the primary way our exhibitors connect to the thousands of General Assembly attendees. Our standard booth size is 10' x 10' and include a table and two chairs.

\$850 per booth for registrations and payments received by April 30.

\$950 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, there is an additional fee of \$350. See the Exhibitor Policies and Procedures for details regarding the approval process.

Please fill out this form and include it with your check.

Make checks 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

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 - \$5,000; Silver Level - \$3,000; Bronze Level - \$2,000
All three levels receive one (1) complimentary exhibit booth. Gold Sponsors receive priority booth placement.

Exhibit Booth Rental		(A)	_____ Level Total _____
Space Rental for regular exhibit space will be: \$850 for registrations received by April 30		(B1)	\$850 x _____ Total _____ <i>(Number of Exhibit Booths)</i>
\$950 for registrations received May 1 or later		(B2)	\$950 x _____ Total _____ <i>(Number of Exhibit Booths)</i>

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 (one sponsor only) (D1) \$1,500 x _____ Total _____
Organization name or logo will appear on large screen announcements for the Wi-Fi, and in printed materials.

Assembly Wide Seminar Sponsor

<input type="checkbox"/> Assembly Wide beginning sponsor – \$2000	(D2)	\$2,000 x _____ Total _____
<i>(Sponsor 5-minute presentation at beginning of Assembly Wide seminar)</i>		<i>(One Sponsor Only)</i>
<input type="checkbox"/> Assembly Wide end sponsor – \$2500	(D3)	2,500 x _____ Total _____
<i>(Sponsor 5-minute presentation at end of Assembly Wide seminar)</i>		<i>(One Sponsor Only)</i>

Commissioners Welcome Reception Sponsor (D4) \$500 x _____ Total _____
Your organization name or logo on large screen announcements, in printed materials and at the Welcome Reception.

Signage Sponsor (D5) \$1,500 x _____ Total _____
Have your logo on signage in the convention center.

Brand Recognition Options

- Advertisement on Large Screens (E1) \$1000 x _____ Total _____
(Number of Advertisements)
- Commissioner Tote Bag Insert (E2) \$800 x _____ Total _____
(Number of Inserts)
- Fellowship and Networking Seating Area* (E3) \$500 x _____ Total _____
(Number of Seating Arrangements)
- Regular Seminar Sponsor* (E4) \$500 x _____ Total _____
(Number of Seminars)
- Water Station Sponsor* (E5) \$500 x _____ Total _____
(Number of Stations)
- Power Station Sponsor* (E6) \$500 x _____ Total _____
(Number of Stations)

* Bronze Sponsor Package select option with an asterisk.

(E) Total _____

Payment Total

Sponsorship	Total from (A) = _____
Exhibit Booth Rental	Total from (B) = _____
Selling from Booth	Total from (C) = _____
Exclusive Sponsorship Limited Availability Options	Total from (D) = _____
Brand Recognition Options	Total from (E) = _____
Grand Total	= _____