



2019 EXHIBITION GUIDELINES AND INSTRUCTIONS

Listed below are instructions and guidelines that must be adhered to by Exhibitors. Please read carefully.

EXHIBITOR PARTICIPATION

1. Previous participation does not denote continuous or automatic participation in future events.
2. Exhibitors participating are notified in advance. If you are a wholesaler, please do not return this form. Wholesalers will not be permitted in exhibit.
3. **No imitation designer items are allowed to be sold in the exhibit.**

BOOTH SET-UP

1. Booths will be ready for Exhibitors to set-up on Saturday, May 25, 2019.
2. Move in time for set-up is from 8:00 am – 11:00 pm. Please do not show up prior to this time because you will not be allowed to set-up.
3. There will be no changing of booths.
4. **Due to the Memorial Day Holiday, there will be no moving in or activity on the dock on Sunday, May 26, 2019.**
5. If you miss the move-in date, you are completely on your own and may be charged a fee by the convention.

EXHIBITORS

The exhibit shopping hours will be:

<i>Monday, May 27, 2019</i>	Hours: 10:00 a.m. – 8:00 p.m.
<i>Tuesday, May 28, 2019</i>	Hours: 9:00 a.m. – 9:00 p.m.
<i>Wednesday, May 29, 2019</i>	Hours: 9:00 a.m. – 9:00 p.m.
<i>Thursday, May 30, 2019</i>	Hours: 9:00 a.m. – 9:00 p.m.
<i>Friday, May 31, 2019</i>	Hours: 9:00 a.m. – 8:30 p.m.
Move-out begin 8:30 pm on Friday, May 31, 2019 until	

BOOTH COSTS

1. **\$800 for a 10 x 10 booth**
2. Each booth contains one (1) table, two (2) chairs and one (1) trash can.
3. Additional furniture is available from the decorator.

2019 Exhibition Guidelines and Instructions cont.

4. Signs will be made for exhibitors whose forms and payment are received in full **by May 1, 2019.**
5. The fee for security is included in your booth cost.

SUB-LEASING

There will be NO sub-leasing. If you are found sub-leasing, your exhibitor contract will be terminated indefinitely, and you will not be allowed to exhibit in the CHURCH OF GOD IN CHRIST WOMEN'S INTERNATIONAL CONVENTION again.

ELECTRICITY

Telephone or electric services will be available at the Convention Center.

SHIPPING

Information packets, including shipping information will be sent directly to you by the Decorator once booth is paid in full. The Decorator:

Mr. Dan Cartledge

Phone: (262) 670-1300

Email: dancartledge@wi-expo.com

LOST AND STOLEN

The Church of God in Christ and staff will not be responsible for items lost or stolen.

PAYMENT

1. Please make money order or cashier's check payable to: **Women's International Convention**
2. NO PERSONAL OR COMPANY CHECKS WILL BE ACCEPTED. All personal or company checks will be returned. Only money orders, cashier's checks, credit/debit cards will be accepted for payment.
3. Please keep your receipts or stubs as proof of payment.
4. No credit will be extended. Partial payments will not be accepted.
5. All booths are required to be paid in full by **May 1, 2019.**
6. **Cancellations** must be received **May 1, 2019. There Will Be No Exceptions.**
7. **Mail to payment and application to:**

Women's International Convention
Mrs. Stella Watson - Financial Secretary
5 Touchstone Court, Mansfield, TX 76063
Phone: (817) 477-4744

Out of respect for our church, you must adhere to the following:

**NO SMOKING, ALCOHOLIC BEVERAGES, OR
ILLEGAL DRUGS WILL BE ALLOWED.**

For additional information, contact:

Mrs. Yvonne Conerly, Exhibit Chairperson

Phone: (888) 673-7208 ext. 8 | Email: exhibitswic@cogic.org