

# Principles, Policies and Practices of Missions Fest

## Schedule "C"

1. **A Mission Agency must ...**
  - a) Be an organization that is fully charity and depend entirely on donations. This will enable it to register from (date?) of each year. However, organizations that support missions but are commercial or non-profit, or a mix of charity/non-profit/commercial may not begin registration until (date?). Space is limited and Missions Fest wishes to give those, who are charities and depend entirely on donations, the first choice of space beginning in (date?).
  - b) Submit a **Statement of Faith** which is in agreement with the one adopted by Missions Fest.
  - c) Submit a clear and accurate **Statement of Purpose** which describes how evangelization and/or discipleship is part of the activities of the mission.
  - d) Have a history of operation which gives evidence of being both accountable and ethical.
  - e) Have leadership whose conduct is above reproach morally, ethically and financially; leadership who is accountable to official Boards, who, in turn, represent people of integrity and a broad base within the Christian community.
  - f) Be an organization which has financial accountability, which satisfies (national accountability organizations), and which is subject to audit, with financial statements which are available upon request.
2. **Purpose of Exhibit** The primary reason for having exhibits at Missions Fest is to meet the public, to provide information about your organization and to assist those who are searching for the field where they can serve God in mission. For those missions who are recruiting people, it is often the first step in this process.
3. **Literature and materials at the exhibit** The exhibit is the ONLY PLACE where literature can be distributed. This literature must conform to the Statement of Faith that is provided with each application. Literature, authored and/or published by the organization, may be sold through the appointed bookseller. Books, artifacts and crafts may not be sold at the exhibit or given away for a donation. Occasionally, organizations do not publish anything but use literature that is directly related to their mission as primary resource material. In such cases, a list of this literature must be submitted to Missions Fest for approval, 30 days prior to the conference, before being offered to the bookstore.
4. **Use of Exhibit Space** Missions Fest is not a trade show; its purpose is not to sell products, but rather to inform, encourage and challenge people about world missions. The use of the space needs to conform to the purpose of the exhibit as outlined above...that is, to encourage people to get involved in global missions.
5. Our **Program Magazine** is our road map through the conference. We expect that we will publish \_\_\_\_\_ copies. You will be listed in the agency directory if you are registered with us 3.5 months prior to the festival. Advertising in the program magazine can be arranged through the office. Look for advertising forms online. If you have articles related to the theme, kindly forward them to the editor for consideration no later than 5 months prior to the festival.
6. **Internet** We would like to list your organization on our WEB Site for people to gain ready access to you. If we have your email address and home page address, we shall endeavor to list the organizations that are registered with us this year. This would occur on a year-to-year basis.
7. **Seminars** Many of the seminars presented are led by personnel from the various missions represented. These seminars are intended to be generically educational and not a platform for advertising one's agency or its services or products. The themes should reflect the theme of the conference, although we also encourage other world missions topics.

The Missions Fest Seminar Division will receive all applications. If the seminar is directed toward Youth and/or Youth Leaders or the Children's Division, it will be forwarded to the appropriate leader. All applications will be selected according to the Seminar Division guidelines and the variety that is needed. All seminar applications should reach us prior to 5 months before the festival to be considered.
8. **Other Logistics:**
  - a. **Accommodation** Missions Fest has negotiated with several hotels for special rates during the conference weekend. A listing of hotels, rates, booking date deadlines and complementary home stay for missionary personnel, is available online at \_\_\_\_\_.

b. **Parking** Missions Fest negotiates space for parking from year to year. Information will be available later in the year if space can be obtained.

c. **Carpet** for Exhibit Areas. One can bring his/her own carpet, or rent a piece from the local supplier. Maximum coverage for an 8' aisle space is 8' x 5'; a larger size for 10' x 10' space.

d. **Audio** For the sake of fellow exhibitors, **no electronic audio may be played**. If individuals wish to hear a video being shown, we suggest head sets for viewers.

e. **Human Size Puppets** Also, for the sake of fellow exhibitors, human size puppets are restricted to inside their exhibit space only. They are not permitted to wander about the exhibit hall or the conference centre.