

Terms and Conditions - Missions Fest (City)

1. These terms and conditions accompany and form part of the Exhibitor's Space Application.
2. Applications will only be considered upon receipt of both the Exhibitor's Space Application form, duly completed, and payment in full of the amount due and owing for the space or spaces sought, as well as any extra materials or services ordered.
3. Applications will not be processed, booked or confirmed before (time), (date). Applications will be considered on a "first come" basis; however, Missions Fest reserves the right to exercise its complete discretion in the event of any tie or other dispute.
4. Accepted applicants will be notified as soon as possible by way of return mail.
5. Applications not accepted will likewise be notified, as well as have any payments made returned or repaid in full.
6. Cancellation of any registration shall be made in writing. Cancellations received before the first day of (three months before conference) of any year shall receive a refund of total amount paid, less (\$_____). Cancellations received after that date will receive no refund, no exceptions will be made.
7. Payments may be made by either a cheque payable to Missions Fest (City), or by credit card or cash. Users of credit cards must add **2.5%** to the total amount paid in order to cover the additional cost incurred.
8. Missions Fest reserves the right to exercise its complete discretion in regard to the number of exhibitors, the number of exhibition spaces, and the configuration, combination and floor plan of the exhibition.
9. Missions Fest reserves the right to refuse any application for any reason, to impose conditions upon any application or to cancel any registration for any reason with cause. Cause shall include: the failure of the organization to comply with the statement of faith in principle or practice; the failure of the organization to cooperate in the principles, policies and practices of Missions Fest or, the failure of the organization to comply with conditions imposed at registration, if any.
10. Missions Fest assumes no responsibility for loss or damage incurred due to the cancellation of any or all of the Conference, or of its facilities, due to weather, fire, earthquake, strike, labour unrest, or other unforeseen circumstances.
11. Missions Fest assumes no responsibility for loss or damage resulting from the cancellation or substitution of any or all of the featured plenary speakers, seminar leaders, programs or performers.
12. Missions Fest assumes no responsibility for loss or damage resulting from personal injury, theft, fire, or other natural disasters.
13. Included in each Exhibition Space are the following:
 - one chair
 - drape backdrop or?
14. Not included in each Exhibit Space, but available for rent at an additional fee are the following:
 - Tables - 8' x 2', 6' x 2', or 4' x 2' that have white tops and skirting
 - extra chairs
 - electricity, if available
 - marquee, if available
15. Also not included are the following which are the responsibility of the exhibitor:
 - insurance for personal injury, property loss or damage;
 - travel arrangements
 - accommodation arrangements
 - parking arrangements
 - storage and delivery of exhibit materials
16. More than one organization may not share the same space. If organizations wish to be located near another specific organization, arrangements need to be made with the other organization at the time of application.
17. In order to maintain morale in the exhibition hall, exhibits are to be set up by (day, time) and not to be dismantled before (day, time). Those who do follow these times, may affect their invitation to future Missions Fest™ conferences.

18. Exhibition Space prices and a Floor Plan are set out in the attached Schedule "A".
19. The Statement of Faith of Missions Fest is as set out in the attached Schedule B".
20. The principles, policies and practices of Missions Fest are as set out in the attached Schedule "C".
21. Agencies must refrain from exceeding past the designated space to avoid infringing on your neighbor's area or aisle space. Side walls may not exceed four feet in height. You will be requested to remove your portions of display if it exceeds the allotted space.
22. Booth Sales: See items 3 & 4 on Policy Statement, Schedule "C".