

# Circles of Divine Love

2010 Unity People's Convention

June 7-11, 2010  
Town & Country Resort, San Diego, CA

## Trade Show Application & Contract

Company Name \_\_\_\_\_

Booth name (for signage) \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

One Admissions Only per Exhibit Booth: Name Badge: \_\_\_\_\_

Are you a citizen of the U.S.?  Yes  No If no, residing country \_\_\_\_\_ Do you possess a valid VISA/Passport?  Yes  No

Do you speak English?  Yes  No If no, language spoken \_\_\_\_\_

**Booth options:** Each 6ft skirted table accompanied with 2 chairs.  #8017.1 One table - \$375.00

**Products & services being exhibited:** Please describe: \_\_\_\_\_

**Special services:** Additional services such as electricity, audio-visual, telephone or Internet access must be requested and contracted directly with the Town & Country Resort Meeting Services, Inc. Refer to their service request forms enclosed in this packet.

**Special requests:** List any preferences for table position, such as close to or away from wall, next to a participating vendor, etc. Please note, facility layout may restrict accommodation of some requests. Requests are filled on a 1st come 1st serve basis for paid exhibitors. \_\_\_\_\_

**Advertising**  *Yes! Please place my ad.* My order is attached.

**Sponsorship opportunities**  *Yes! I want to sponsor an event.* My contract is attached.

**Method Of Payment:**  Check (Payable to Association of Unity Churches International)

MasterCard  Visa  American Express  Discover Total to be charged \$ \_\_\_\_\_

Card # \_\_\_\_\_ exp. date \_\_\_\_/\_\_\_\_/\_\_\_\_ SID # \_\_\_\_\_

Name exactly on card \_\_\_\_\_

Card Billing Street Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I have read and accept the terms and conditions outlined on the reverse side of this contract.

**Authorized Signature** \_\_\_\_\_ Date \_\_\_\_\_

### For Office Use:

AUCI A/C # \_\_\_\_\_ Date Contract Received \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_ Ref # \_\_\_\_\_



P.O. Box 610 • Lee's Summit, MO 64063

Phone: 816.524.7414 ext. 259

Fax: 816.875.1207 • www.unity.org

# Rules And Regulations For Convention Trade Show Exhibitors

## **Deadline:**

Exhibit space contracts are due by April 1, 2010.

## **Cancellation Policy:**

In the event that the Town & Country is unavailable due to fire, strikes, work stoppage, natural disaster, or any cause not within the control of the Association of Unity Churches International, the exhibitor releases management from all claims which may arise in consequence thereof. Management will refund to exhibitor pro-rated share of the total amount paid by exhibitors less costs and expenses incurred in connection with this trade show.

## **Checking In:**

Exhibitors must check in at the on-site registration desk between 8:00am to 3:00pm on June 7, 2010. Exhibitors not checking in by then will forfeit exhibit space, which may then be reassigned by show management. Exceptions must be submitted in writing by May 1, 2010 to the Association of Unity Churches International. Exhibitors may move in from 8:00am to 5:00pm on Monday, June 7, 2010 and be ready to open by 9am on Tuesday, June 8, 2010.

## **Checking Out:**

All exhibits must remain intact until 12noon on Friday, June 11, 2010. At that time, exhibitors may begin packing. Exhibits must be completely moved out by 3:00pm, June 11, 2010.

## **Contents Of Exhibit Space:**

Exhibitor agrees to display and have available for order only the products/services described in this contract.

## **Eligibility Of Exhibits:**

Participation in this show is limited to those selling products/services related to ministries and their bookstores who display and take orders only for their products/services. The Association of Unity Churches International reserves the right to determine eligibility of any product, service and/or company for inclusion in the show.

## **Exhibitor Activities:**

Exhibitors agree not to schedule events in conflict with official show schedule without written consent of show management.

## **Exhibit Space Fees:**

Exhibit fees specified on the application/contract include a 6ft skirted table with 2 chairs. Space rental fee is due with this contract no later than April 1, 2010.

## **Exhibit Space Use:**

Space is to be used only by the exhibitor whose name appears on the contract. Exhibitors agree not to sublet, assign, or apportion any space allotted to them.

## **Compliance:**

Exhibitors are responsible for following all pertinent fire and safety codes and regulations.

## **Indemnification:**

Exhibitor assumes all responsibility and agrees not to hold the trade show responsible for claims, demands, suits, liability, damages, loss or costs of whatever kind or nature which might result from any action or failure to act of the exhibitor or any of his/her officers, representatives, personnel, agents, etc., including but not limited to claims of damage, loss, harm or injury to persons or property of the exhibitor or any of its officers, agents, employees or representatives.

## **Music, Books, Copyrighted Material:**

Exhibitors are responsible for getting necessary licenses and permits for use of live or recorded music, photographs, videos, books and other copyrighted materials.

## **No Retailing:**

The Association of Unity Churches International People's Convention Trade Show is a wholesale event. Merchandise may be sold by order forms only, except for those items exhibitor wishes to sell through the Convention Bookstore on a consignment basis. Exhibitors wishing to do this should read, complete and sign the Bookstore Agreement/Vendor Inventory Form.

## **No Smoking:**

Smoking is allowed in designated areas only.

## **Refund Policy:**

A written notice of cancellation must be submitted if an exhibitor must cancel. Cancellations received prior to April 1, 2010 will be refunded 50%. After that date, no refunds are given.

## **Signage And Name Badges:**

Exhibitors will receive one exhibit badge and 1 sign with your business name, city and state. Sign and badge must be ordered in advance.

- Badges must be worn at all times while on show premises.
- Exhibitor guests, other than visiting spouses or children, are not permitted without a paid convention registration.

## **Restrictions:**

- Earphones are required to be used by anyone displaying audio/video merchandise due to competing sound volume.
- Safety regulations prohibit the lighting of candles or incense.
- Exhibitors should not block entrance to another exhibit, nor enter without permission.
- Advertising materials or sales brochures may not be distributed outside of exhibit table confines. "Button-holing" is prohibited.
- Raffles, drawings, games of chance or lotteries are prohibited.

## **Show Hours**

Exhibits must be ready for daily openings and be staffed sufficiently.

They may be open from 8:00am to 7:00pm daily; however, scheduled trade show hours are as follows:

**Monday, June 7<sup>th</sup> ~ Set up 8am - 5pm**

***Exhibitors must check in with the on-site registration desk  
to pick up admission badges, set up directions and booth location.***

Tuesday, June 8 <sup>th</sup> :	9:00am-6:00 pm	Thursday, June 10 <sup>th</sup> :	9:00am-6:00 pm
Wednesday, June 9 <sup>th</sup> :	9:00am-6:00 pm	Friday, June 11 <sup>th</sup> :	9:00am-12:00pm

***Thank you for being a part of our Convention. Your presence is welcomed and appreciated!***

# Rigging and Electrical Services

## Event Order Form

Town and Country Resort & Convention Center

SHOW NAME: \_\_\_\_\_ GROUP NAME: \_\_\_\_\_  
 SHOW DATES: \_\_\_\_\_ ROOM NAME: \_\_\_\_\_  
 START DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ GROUP CONTACT: \_\_\_\_\_  
 END DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ CONTACT INFO: \_\_\_\_\_

### SERVICE AND EQUIPMENT RENTALS

#### ELECTRICAL SERVICE

120V (1) Phase			
_____	20 Amp	125.00	_____
_____	30 Amp	250.00	_____
_____	60 Amp	500.00	_____
_____	100 Amp	1,000.00	_____
_____	150 Amp	1,500.00	_____
_____	200 Amp	2,000.00	_____
208V (3) Phase			
_____	30 Amp	750.00	_____
_____	60 Amp	1,500.00	_____
_____	100 Amp	2,000.00	_____
_____	150 Amp	2,500.00	_____
_____	200 Amp	3,000.00	_____
_____	400 Amp	4,500.00	_____
_____	600 Amp	6,000.00	_____

#### ELECTRICAL EQUIPMENT

_____	25' Extension Cord	25.00	_____
_____	Multi Outlet Power Strip	15.00	_____

#### RIGGING / ELECTRICAL LABOR RATES

_____	Monday - Friday, 8am - 5pm	70.00 / hr
_____	Monday - Friday, 5pm - 12am, Weekends 8am - 5pm	105.00 / hr
_____	Monday - Friday, 12am - 8am, Weekends 5pm - 8am	140.00 / hr
_____	Holidays	140.00 / hr

#### RIGGING SERVICES

_____	Rigging Point Fee (over 50 lbs.)	125.00	_____
_____	Small Aisle Sign / Banner <i>Self-supporting and under 50 pounds.</i>	75.00	_____
_____	Large Aisle Sign / Banner <i>Truss or pipe supported and over 50 pounds.</i>	125.00	_____
_____	Daily Chain Motor	days _____ x	100.00
_____	Daily Chain Fall / Hoist	days _____ x	75.00
_____	Daily Airwall Hanger	days _____ x	50.00
_____	Daily 12" Box Truss	days _____ x	10.00/ft
_____	Daily 24" Box Truss	days _____ x	10.00/ft
_____	Daily Genie ST-25/ST-24	days _____ x	100.00
_____	Daily 19' Scissor Lift	days _____ x	150.00
_____	Daily 25' Scissor Lift	days _____ x	250.00

**Minimum of 2 riggers (4 hr. minimum) required for all rigging work, not included in surcharge.**

**MSI is pleased to be the official in-house partner of the  
Town and Country Resort & Convention Center**



### PAYMENT INFORMATION

Name of Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_  
 Email Address \_\_\_\_\_

#### PAYMENT INFORMATION

- Check Enclosed (Payable to MSI)  
 VISA  Mastercard  American Express  Discover

Cardholder's Name: \_\_\_\_\_  
 Card# \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 CVV2# \_\_\_\_\_ (3 digits on back of visa/mc / 4 digits on front of AMEX)  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. DAILY SUBTOTAL OF CHARGES: \$ \_\_\_\_\_
2. CALCULATE SALES TAX  
MULTIPLY **LINE 1** x **8.75%**: \$ \_\_\_\_\_
3. CALCULATE SERVICE CHARGE\*  
MULTIPLY **LINE 1** x **19%**: \$ \_\_\_\_\_
4. RIGGING/ELECTRICAL LABOR: \$ \_\_\_\_\_

**TOTAL CHARGES:**

( Line 1 + Line 2 + Line 3 + Line 4 )

(\*) Note: 19% service charge covers: Equipment Preparation, Setup, and Removal. If you have additional equipment needs or need an operator is needed, please contact us for a quote.

**ALL CHARGES ARE PAYABLE IN ADVANCE**

Cancellation Policy  
 Cancellation of equipment and services must be received 72 hours prior to delivery date to avoid a one day minimum charge.



**Please email, mail or fax this form to:  
MEETING SERVICES, INC.**

500 Hotel Circle North  
 San Diego, CA 92108  
 619.291.8770 • FAX 619.574.6712 • tc@msiprod.com

# Internet and Telephone Services

## Event Order Form

Town and Country Resort & Convention Center

SHOW NAME: \_\_\_\_\_ GROUP NAME: \_\_\_\_\_  
 SHOW DATES: \_\_\_\_\_ ROOM NAME: \_\_\_\_\_  
 START DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ GROUP CONTACT: \_\_\_\_\_  
 END DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ CONTACT INFO: \_\_\_\_\_

### SERVICE AND EQUIPMENT RATES

INTERNET SERVICE			
<b>Standard Shared Internet Drops (Show Rate)</b>			
_____	Shared Ethernet Package (256 Kbps) <i>Includes 1 DHCP device connection</i>	200.00	_____
_____	Shared Ethernet Package (512 Kbps) <i>Includes 4 DHCP device connections</i>	1000.00	_____
_____	Shared Ethernet Package (768 Kbps) <i>Includes 10 DHCP device connections</i>	2,000.00	_____
_____	Shared Ethernet Package (1 Mbps) <i>Includes 15 DHCP device connections</i>	3,000.00	_____
<b>Dedicated Internet Drops (Show Rate)</b>			
_____	Dedicated Ethernet Package (1.5 Mbps) <i>Includes 29 DHCP device connections</i>	5,500.00	_____
_____	Dedicated Ethernet Package (3.0 Mbps) <i>Includes 50 DHCP device connections</i>	7,500.00	_____
_____	Dedicated Ethernet Package (5.0 Mbps) <i>Includes 100 DHCP device connections</i>	9,000.00	_____
<b>Wireless Packages (Show Rate)</b>			
_____	Wireless Booth Package (1.5 Mbps) <i>Includes 50 DHCP device connections</i>	5,000.00	_____
_____	Wireless Show Package (5.0 Mbps) <i>Includes 200 DHCP device connection</i>	10,000.00	_____
<b>Internet Options</b>			
_____	Public IP Address (instead of DHCP)	150.00	_____
_____	Additional Computer or Device	200.00	_____
_____	<b>Daily Patch Fee - Fiber</b> <i>days</i> _____ x	850.00	_____
_____	12 Port 10/100 Switch	200.00	_____
_____	Wireless Access Point (100 Users)	250.00	_____
<i>Please contact us for greater bandwidth needs and/or other custom options.</i>			

TELEPHONE SERVICES			
<b>Telephone Service</b>			
_____	In-house Direct Telephone Line <i>In-house lines require user to dial "9" first.</i>	200.00	_____
_____	Direct Dedicated Telephone Line <i>For use with credit card machines or computer data</i>	200.00	_____
<i>Telephone prices listed above DO NOT INCLUDE local OR long distance expenses. All calling expenses will be billed directly to your hotel master account. .</i>			
<b>Telephone Service Rentals</b>			
_____	Basic Telephone Instrument	50.00	_____
_____	Conference Telephone Instrument	75.00	_____
_____	Cordless Phone <i>Use with direct dedicated phone line only</i>	125.00	_____
_____	Fax Machine <i>Use with direct dedicated phone line only.</i>	125.00	_____
_____	Polycom Speaker Phone <i>days</i> _____ x	50.00	_____

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 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
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 VISA    Mastercard    American Express    Discover

Cardholder's Name: \_\_\_\_\_  
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 CVV2# \_\_\_\_\_ (3 digits on back of visa/mc / 4 digits on front of AMEX)  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. SUBTOTAL OF CHARGES: \$ \_\_\_\_\_
2. CALCULATE SALES TAX  
MULTIPLY **LINE 1** x **8.75%**: \$ \_\_\_\_\_
3. CALCULATE SERVICE CHARGE\*  
MULTIPLY **LINE 1** x **19%**: \$ \_\_\_\_\_
4. ADDITIONAL LABOR: \$ \_\_\_\_\_

**TOTAL CHARGES:**

(Line 1 + Line 2 + Line 3 + Line 4)

(\*) Note: 19% service charge covers: Equipment Preparation, Setup, and Removal. If you have additional equipment needs or need an operator is needed, please contact us for a quote.

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