

# NATIONAL CONFERENCE

## 56TH NATIONAL CONFERENCE HOUSTON, TEXAS 2012

In 2012, hundreds of church administrative leaders from across America will convene to experience NACBA's 56th National Conference.

### WORKSHOPS

More than 80 relevant, well-presented workshops include such subjects as administration, church marketing and publishing, finance and stewardship, legal and tax, personnel, and security and technology. This year, you can sponsor workshops (see page 4).

### ENVIRONMENT AND EXPERIENCE

National conferences are a time for church administrative leaders to relax and refresh, to renew and build new friendships, to be challenged by renowned keynote speakers, and to gain information about products and services. This environment—2012 Trade Show, conference notebook, sponsorships—is a big advertising opportunity.

### 2012 TRADE SHOW

More than 100 suppliers of products and services will exhibit at the conference, representing accounting and auditing services, architects, calendaring and scheduling software, church directories, church management services, software, construction companies, flooring, investment and lending institutions, Internet consulting, leadership training, marketing software, property/liability insurance, and more.



NATIONAL ASSOCIATION  
OF CHURCH BUSINESS  
ADMINISTRATION  
56th ANNUAL CONFERENCE  
JULY 10-14, 2012



NATIONAL  
ASSOCIATION OF  
CHURCH  
BUSINESS  
ADMINISTRATION

100 North Central Expy.  
Suite 914  
Richardson, Texas  
75080-5326  
www.nacba.net  
(800) 898-8085  
(972) 699-7555  
(972) 699-7617 Fax



## EXHIBIT GUIDELINES

### EXHIBIT BOOTH FEE STRUCTURE

Please refer to the Exhibit Booth & Advertising Contract enclosed with this brochure for the booth fee pricing structure. A deposit of \$400 per booth is required to reserve your booth space. The remainder of the fee is due by April 30, 2012. Booths cannot be assigned without a signed contract and the \$400 per booth deposit. Your booth fee includes

- Registrations for two (2) individuals per booth including two sets of meal tickets for the meals taking place during the show: the Tuesday opening dinner, Wednesday lunch, and Thursday lunch.

## BOOTH ASSIGNMENT POINT SYSTEM

### CONFERENCE

Booths	100
Wednesday keynote	500
Wednesday refreshment break	130
Thursday keynote	450
Thursday refreshment break	130
Friday keynote	300
Friday luncheon	250
Friday refreshment break	130
Saturday keynote	250
Saturday luncheon	250
Saturday refreshment break	130
CCA reception	100
Workshop session (per workshop)	20
Ad on inside front cover of notebook	120
Ad on inside back cover of notebook	120
Ad on back cover of notebook	120
Business members of NACBA	50
Donation of television	50
Exhibited 7 or more years	300
Exhibited 4–6 years	200
Exhibited 1–3 years	100
Flash drive	150
Hotel in-room video	100
Hotel key card sponsor	150
Meeting rooms signage sponsor	150
Name badge sponsor	150
Tote bag sponsor	150

### AD(S) IN LEDGER:

#### FALL 2011 THRU SUMMER 2012

_____ number of double-page ads	100
_____ number of full-page ads	70
_____ number of 2/3-page ads	50
_____ number of 1/2-page ads	40
_____ number of 1/3-page ads	30
_____ number of 4-color ads	130

### AD IN CONFERENCE NOTEBOOK

Tabbed divider	60
Full-page	30
Half-page	20
4-color	30

### ENHANCED LISTING IN ULTIMATE SUPPLIERS GUIDE

100

### MISCELLANEOUS

Submission of <i>NACBALedger</i> article that is published	20
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(Please note: We must have the names of the persons working in your booth by June 22, 2012. Name badges created prior to the show are complimentary, but there will be a fee of \$10 for each name badge that we must create on site.)

- Two refreshment breaks
- One conference notebook
- A discount on advertising in the conference notebook
- Names and addresses of conference attendees (email addresses if you rent lead retrieval scanners)
- Spacious 10' x 10' booth space professionally draped on the back and sides
- One 6' draped table
- One 7" x 44" identification sign with your company name
- Two side chairs
- One wastebasket

**Additional items, such as electricity, Internet connections, and additional furnishings must be purchased separately via the decorator.**

### REGISTRATION OF EXHIBITORS

Each booth includes the complimentary registration of two individuals. There is a registration fee of \$150 for each additional person over two people per booth. Each registration includes a set of meal tickets for the Tuesday opening dinner, Wednesday lunch and Thursday lunch. Deadline for registering the individuals working in your booth is June 22, 2012. For example: if you plan to purchase two booth spaces and have five individuals, the registration of four individuals is included in the cost of your booths, but you must pay \$150 for the fifth person. All five persons will have tickets to the three meals taking place during the trade show.

### SPACE ALLOCATIONS

The reservation of booth space is on a first-come first-served basis; however, booth space will be assigned in accordance with the point system as shown in the sidebar to the left. This point system has been designed to reward those companies that provide the greatest amount of support to the ministry of NACBA. Points will be earned through February 29, 2012, after which time booth assignments will be made. NACBA reserves the right to shift space at any time if, in NACBA's sole judgment, it becomes necessary to do so. NACBA reserves the right to make modifications to the published floor plan as may be necessary. NACBA has the final say in the assignment of booth space. In the event no space is available, you will be placed on a waiting list. Your deposit will be refunded if no space becomes available.

### INSURANCE

Certification of liability insurance MUST be provided. Failure to provide such certificate may result in denial of exhibition privileges and forfeiture of exhibit fees. Send proof of insurance to the NACBA national office.

### CANCELLATION POLICY

All booth cancellations must be received in writing (email acceptable); no telephone cancellations will be honored. Cancellations received by April 1, 2012, booth fee less \$200 per booth nonrefundable charge will be returned; from April 2 to May 1, booth fees less \$400 deposit (per booth) will be returned. Cancellations received after May 1, 2012, will forfeit full payment.

The additional registrations of individuals at \$150 per person are transferable at no charge. There will be a \$75 cancellation charge if received in writing by June 22, 2012. Cancellations after June 22 will forfeit the full payment.

### PRIZE DRAWINGS

Who doesn't like to win a prize? Our attendees certainly enjoy it. Conducting prize drawings in your exhibit booth for something of real value is a great way to encourage traffic to your booth and creates good public relations for your company. You will need to be prepared with entry forms or plan to collect business cards for your drawings. If you are giving away a large item, such as a television, you will need to make arrangements to have your item shipped to the winner.

### BOOTH DISCOUNT FOR NACBA BUSINESS MEMBERS

Business Members of NACBA receive a \$300 discount off the price of booth space. (See chart on Exhibit Booth Contract.)

### EXHIBITOR WORKSHOPS

As a growing commitment to its members and exhibitors NACBA will again offer an opportunity for exhibitor workshops to be presented at the 56th National Conference. In order for exhibitors to be considered for an exhibitor workshop, you must meet the following qualifications:

- A person from the company must be a business member of NACBA.
- You must have submitted a contract and a deposit to be a participant in the 2012 Trade Show **by October 31, 2011.**
- You must submit a **COMPLETED Call for Presentation Application** form and proposal **by October 31, 2011.**

These workshops will give those exhibitors who are selected an opportunity to present in more detail how their product and/or services will help enhance the administration of the church. The time frame for the workshop is one hour and forty-five minutes. The intent of the presentation is not just to promote an exhibitor's products and services, but also to present content-based training that is practical and applicable to a local setting.

### CONFERENCE NOTEBOOK

Advertising in the conference notebook is available. This is another way to keep your service or product before the conferees long after the conference ends. The notebook is distributed to all registered attendees. If you do not handle advertising for your company, please give this information to the person responsible for advertising.

- Rates: The advertising rates are given on the exhibit contract.
- Due date: Ads must be received by May 15, 2012.
- Production notes: Digital files are required for all ads and can be delivered on disk or via Internet.

Please see the Exhibit Booth and Advertising Contract for more information, or visit our Web site at [www.nacba.net/pages/advertising.aspx](http://www.nacba.net/pages/advertising.aspx) for detailed production specifications.



### AD MEASUREMENTS

#### TABBED DIVIDER PAGE

Bleed: 8-3/4" x 11-1/4"

Trim: 8-1/2" x 11"

Live area: 7-1/2" x 10"

#### FULL PAGE

Bleed: 8-3/4" x 11-1/4"

Trim: 8-1/2" x 11"

Live area: 7-1/2" x 10"

#### FULL PAGE NON-BLEED

Trim: 8-1/2" x 11"

Live area: 7-1/2" x 10"

#### HALF PAGE HORIZONTAL

Live area: 7-1/2" x 5"

## CONFERENCE SPONSORSHIPS

Corporate sponsorships provide maximum exposure for your company and priority choice for exhibit booth space. Contact Simeon May at (800) 898-8085 or (972) 699-7555 for further information.

Sponsorships 2012	Keynote Sessions	Luncheon	Refreshment Break	Flash Drive	CCA Reception	Workshop Session
Red strike through indicates "sold."	<del>Wed. \$14,000</del>		Wed. PM-\$6,000	\$7,000	Wed. AM-\$2,000	\$300 per workshop
	<del>Thurs. \$13,500</del>		<del>Thurs. PM \$6,000</del>			
	<del>Fri. \$8,000</del>	Fri.-\$7,000	Fri. AM-\$5,000			
	Sat.-\$8,000	Sat.-\$6,000	Sat. AM-\$5,000			
Number of exhibit booths	Two	Two	One			
Number of exhibitors (individuals)	Up to four	Up to four	Up to two			
Printed advertisement in tote bag	X	X	X	X	X	
Announced as sponsor in general session	X	X	X	X	X	
Listing as sponsor in daily conference newsletter	X	X	X	X	X	
Listing as major sponsor in promotions and on website	X	X	X	X		
Article in daily conference newsletter	X	X	X			
Platform time to address attendees	X	X				
Logo displayed on screen	X	X				
Acknowledgement signs in break area			X			
Introduce workshop speaker						X
Distribute advertisements in workshop						X
<b>Other Sponsorships:</b>						
Tote bag sponsor	\$7,000					
Meeting rooms signage sponsor	<del>\$6,000</del>					
Hotel key card sponsor	<del>\$6,000</del>					
Name badge sponsor	<del>\$5,000</del>					
Ad on back cover of conference notebook	<del>\$3,500</del>					
Hotel in-room video	cost + \$1,500					

## CONFERENCE HOTEL

### HILTON AMERICAS-HOUSTON

Room rate: \$158.00 Single/double  
 \$178.00 Triple  
 \$198.00 Quad

Located in the heart of downtown, the Hilton Americas-Houston is an exciting, elegant headquarters for the national conference.

Within the hotel are restaurants, the Skyline Spa and Health Club, the Skyline Terrace, and a 75-foot Olympic length heated indoor infinity lap pool.

The hotel is convenient to almost any entertainment venue—Minute Maid Park, home of the Houston Astros, Bayou Place entertainment district, Discovery Green, the theater district, and museum district—many via the MetroRail light rail.



# National Association of Church Business Administration

## Houston, Texas 2012

### Exhibit Booth and Advertising Contract

#### July 10 - 12, 2012 - Hilton Americas, Houston, Texas

Company/Organization Name: \_\_\_\_\_

Contact person for all show info (print): \_\_\_\_\_ Title: \_\_\_\_\_

email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary contact on-site in Houston (print): \_\_\_\_\_ Title: \_\_\_\_\_

email: \_\_\_\_\_ Phone: \_\_\_\_\_

Other representatives attending Houston 2012 (Names due June 22, 2012. Each name badge that must be created on-site will cost \$10.)

1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

**Information to be published in conference notebook. (Please print or type.)**

Name of Sales Contact (print): \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

email: \_\_\_\_\_ Website: \_\_\_\_\_

25 word description of business service or product (must be received by June 1 to be included in notebook): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Exhibitor Product/Service Category - Designate no more than two product/service categories**

<input type="checkbox"/> Accounting/Auditing	<input type="checkbox"/> Flooring	<input type="checkbox"/> Playground/Recreation
<input type="checkbox"/> Advt. Specialties/Promo. Products	<input type="checkbox"/> Food Service	<input type="checkbox"/> Policies/Procedures
<input type="checkbox"/> Architects	<input type="checkbox"/> Fundraising/Stewardship	<input type="checkbox"/> Printing/Publications
<input type="checkbox"/> Audio/Visual Services/Products	<input type="checkbox"/> Furniture/Equipment	<input type="checkbox"/> Real Estate
<input type="checkbox"/> Background Checks	<input type="checkbox"/> Group Purchasing/Co-Op	<input type="checkbox"/> Risk Management
<input type="checkbox"/> Church Management Systems	<input type="checkbox"/> Human Resources/Staffing	<input type="checkbox"/> Roofing
<input type="checkbox"/> Columbariums/Urns	<input type="checkbox"/> Insurance	<input type="checkbox"/> Signage
<input type="checkbox"/> Computer Hardware - Sales/Support	<input type="checkbox"/> IT Sales/Support	<input type="checkbox"/> Software Sales/Support
<input type="checkbox"/> Construction/Restoration/Buildings	<input type="checkbox"/> Landscaping Services	<input type="checkbox"/> Stained Glass
<input type="checkbox"/> Consulting/Counseling/Coaching	<input type="checkbox"/> Legal Services	<input type="checkbox"/> Strategic Planning
<input type="checkbox"/> Directory Services	<input type="checkbox"/> Lighting	<input type="checkbox"/> Transportation
<input type="checkbox"/> Educational Services/Distance Learning	<input type="checkbox"/> Marketing	<input type="checkbox"/> Travel Services
<input type="checkbox"/> Employee Benefit Programs	<input type="checkbox"/> Multimedia	<input type="checkbox"/> Web/Internet Services
<input type="checkbox"/> Event Registration	<input type="checkbox"/> Musical Instruments/Equip.	<input type="checkbox"/> Other _____
<input type="checkbox"/> Facility Management/Maintenance	<input type="checkbox"/> Offering Envelopes	
<input type="checkbox"/> Financial Institutions/Services	<input type="checkbox"/> Office Equipment/Supplies	

Booth numbers requested: \_\_\_\_\_

**Exhibit Booth Selection:** The reservation of booth space is on a first-come first-served basis. The assignment of booth space will be in accordance with the point system as described in the exhibit show brochure. NACBA reserves the right to shift space at any time if, in NACBA's sole judgment, it becomes necessary to do so. NACBA reserves the right to make modifications to the published floor plan as may be necessary. NACBA has the final say in the assignment of booth space.

	Deposit Paid on or before 7/3/11	Deposit Paid Post- marked by 2/29/12	Deposit Paid Post- marked after 2/29/12	Fill in dollar amounts and number of booths
<b>First Booth</b>				
NACBA Business Member *	\$1,295	\$1,345	\$1,395	\$ _____ (1)
Regular Rate	\$1,595	\$1,645	\$1,695	
<b>Additional Booths</b>	\$1,195	\$1,245	\$1,295	\$ _____ x _____ booth(s) = \$ _____ (2)
<b>Additional Personnel Registrations</b> (fee per person for over two people per booth)				\$150 x _____ person(s) = \$ _____ (3)
<b>Sponsorships</b> (see listing in brochure)				\$ _____ (4)
Inside Front Cover	\$1,080	\$1,200	\$1,200	
Front Side of First Tabbed Divider Page	\$1,080	\$1,200	\$1,200	
Inside Back Cover	\$990	\$1,100	\$1,100	\$ _____ (5)
Tabbed Divider Page	\$900	\$1,000	\$1,000	
Full Page	\$675	\$750	\$750	
Half Page	\$540	\$600	\$600	
<b>Please note that all ads will be black &amp; white (except back cover) unless color below is purchased</b>				
Four Color additional	\$540	\$600	\$600	\$ _____ (6)
				<b>Total conference fees (add lines 1-6)</b> \$ _____ (7)
<b>For sponsorship opportunities call the national office at 800-898-8085 or email Simeon May at simeon@nacba.net.</b>				
				<b>Deposits (due with signed contract):</b>
				Booth Deposit - \$400 x _____ booth(s) = \$ _____ (8)
				Advertising Deposit - \$200 \$ _____ (9)
				<b>Total deposits (add lines 8+9)</b> \$ _____ (10)
<b>Business Member Dues</b>				\$275 for first member = \$ _____ (11)
* If someone in your company holds a Business Membership in NACBA, your company is eligible for the reduced rates.				\$130 x _____ additional member(s) = \$ _____ (12)
Names: _____				<b>Total dues (add lines 11+12)</b> \$ _____ (13)
_____				<b>Subtotal of conference fees and dues (line 7 plus line 13)</b> \$ _____ (14)
_____				<b>Subtotal of all deposits and dues. THIS AMOUNT DUE WITH CONTRACT. (line 10 plus line 13)</b> \$ _____ (15)
				<b>Remaining Balance Due by April 30, 2012 (line 14 minus line 15)</b> \$ _____

**Agreement**

In making application, exhibitor agrees to exhibit under, and comply with, those rules and regulations as written in this contract and in the accompanying exhibit show brochure which are hereby made a part of this contract. This application shall constitute a non-revocable offer by exhibitor until such time as NACBA has returned to exhibitor notification of space assigned. Any withdrawal of this application by exhibitor prior to the dates herein indicated will result in the respective forfeiture of monies, and neither party shall thereafter have any further responsibility to the other with respect to this contract. I have read the Terms and Conditions. Agreed to:

\_\_\_\_\_  
Signature of Authorized Representative of Company Requesting Exhibit Space Date \_\_\_\_\_

Amount from either line 14 or 15 \$ \_\_\_\_\_  Check Enc.  Visa  MasterCard  Discover  American Express

Card # \_\_\_\_\_ CVC code \_\_\_\_\_ Exp. Date \_\_\_\_\_

Exact Name(s) on Card \_\_\_\_\_

Credit card billing address \_\_\_\_\_

Return to:

**National Association of Church Business Administration**  
100 N Central Expy Ste 914  
Richardson TX 75080-5326

TEL: (972) 699-7555  
FAX: (972) 699-7617  
Visit our Web site: www.nacba.net

## Terms and Conditions

### Rules and Regulations

The terms "Exposition," "Expo," "Trade Show," and "Exhibit Show" are interchangeable and refer to the 56<sup>th</sup> NACBA National Conference scheduled to be held in Houston, Texas, from July 10 - 12, 2012 at the Hilton Americas. The Exposition is owned, produced, and managed by the National Association of Church Business Administration (NACBA). The term "Exhibitor" refers to the organization or person or any of its officers, directors, shareholders, employees, contractors, agents, or representatives that applied for exhibit space rental and agreed to enter into this agreement. The Exhibit Booth and Advertising Contract and the payment of exhibit space fees together will constitute a contract for the right to use exhibit space. NACBA reserves the right to reject any applications for space.

### Space Rental

All booths are 10' deep and 10' wide. Each exhibiting company shall receive 8' high pipe and drape back wall, 3' high pipe and drape side wall; 7" x 44" identification sign; one 6' draped table; two side chairs; one wastebasket; a standard (not enhanced) listing in *The NACBA Ultimate Guide to Church Suppliers*, a company listing and 25-word description in the conference notebook; pre-registered attendee list (no email addresses), post-show attendee list on request, and registrations for two (2) individuals per booth including two (2) sets of meal tickets for the meals taking place during the show: the Tuesday opening, Wednesday lunch, and Thursday lunch. **(Please note: The names of the persons working in your booth are due to NACBA by June 22, 2012. Name badges created prior to the show are complimentary, but there will be a fee of \$10 for each name badge that we must create on site.)**

### Space Assignments

The reservation of booth space, not assignment of space, is on a first-come, first-served basis. The assignment of booth space will be in accordance with the point system as described in the exhibit show brochure. Points will be earned through February 29, 2012, after which time booth assignments will be made. NACBA will use its best efforts to assign the Exhibitor's booth in the location requested by Exhibitor and to provide physical separation of the booth from the booths of the Exhibitor's competitors. Notwithstanding the above, NACBA reserves the right to change the floor plan or to change the location assigned to Exhibitor at any time, as it may, in its sole discretion, deem necessary for the best interest of the Exposition. NACBA has the final say in the assignment of booth space. Exhibitor shall not sublet all or any part of the booth or any equipment provided by NACBA, nor shall Exhibitor assign this Agreement in whole or in part without written notice to and approval from NACBA.

### Exhibitor Representation

Each booth includes the complimentary registration of two exhibitors (individuals). There is a registration fee of \$150 for each additional person over two people per booth. Each registration includes a set of meal tickets for the Tuesday opening, Wednesday lunch, and Thursday lunch. The deadline for registering the individuals working in your booth is June 22, 2012. Each Exhibitor representative must be registered to participate in the Exposition. The deadline for registering the persons working in your booth is June 22, 2012. Name badges created prior to the show are complimentary, but there will be a fee of \$10 for each name badge that we must create on site. The additional registrations of individuals at \$150 per person are transferable at no charge. There will be a \$75 cancellation charge if received in writing by June 22, 2012. Cancellations after June 22 will forfeit the full payment.

### Exhibit Space Occupancy

**ANY EXHIBITOR THAT FAILS TO OCCUPY ITS EXHIBIT SPACE BY THE END OF PUBLISHED SET-UP HOURS, LEAVES THE EXHIBIT SPACE UNATTENDED DURING EXPOSITION HOURS, OR BEGINS DISMANTLING OF EXHIBIT SPACE PRIOR TO THE CLOSE OF THE EXPOSITION BY NACBA, MAY FORFEIT ITS RIGHT TO THE EXHIBIT SPACE AND ITS ELIGIBILITY TO EXHIBIT AT FUTURE NACBA EVENTS.**

### Cancellation Policy

All booth cancellations must be received in writing (email acceptable); no telephone cancellations will be honored. For cancellations received by April 1, 2012, the booth fee less \$200 per booth nonrefundable charge will be returned; from April 2 to May 1, booth fees less \$400 deposit per booth will be returned. Cancellations received after May 1, 2012, will forfeit full payment. NACBA retains the right to resell any booth space cancelled by Exhibitors and retain the proceeds for NACBA's own account.

### Downsizing of Space by Exhibitor

All requests for reduction of exhibit space must be in writing and shall become effective upon receipt by NACBA. A fee of 20% of the difference in the cost between the originally assigned exhibit space and the cost of the reduced exhibit space requested will be charged through April 1, 2012. From April 2 through May 1 a fee of 50% of the difference in cost between the originally assigned exhibit space and the cost of the reduced exhibit space requested will be charged. Commencing May 2, 2012, exhibitors requesting reduction in space will receive no refund for any difference in cost. Furthermore, show management has full authority to relocate any exhibitor after downsizing of space.

### Cancellation or Postponement of Exposition

In the event that the Exposition is postponed for any reason, the performance of the parties under this Agreement shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof, and in any event for the duration of such postponement. In the event that such occurrence results in cancellation of the Exposition, the obligations of the parties under this Agreement shall be automatically terminated and all payments made by Exhibitor under this Agreement shall be refunded to Exhibitor, less a pro-rata share of expenses actually incurred by NACBA in connection with the Exposition.

## **Payment of Debts**

Exhibitors are required to make all payments for exhibit space as outlined in the Exhibit Booth and Advertising Contract. Exhibitors are further responsible for ensuring that there are no outstanding debts owed by them to NACBA. If all payments and outstanding debts are not paid in full by April 30, 2012, NACBA retains the right to cancel the Exhibitor's space without further notice and without obligation to refund moneys previously paid and to re-sell any exhibit space assigned.

## **Exhibitor Services Kit**

An Exhibitor Services Kit will be sent to the Exhibitor. The Exhibitor Services Kit will include pertinent information regarding the Exposition including, but not limited to, additional rules and regulations, display rules, installation/dismantle schedules, registration information, Official Contractor order forms and pricing, shipping and drayage, utilities and building services, audio/visual, and additional visibility opportunities.

## **Arrangements of Exhibits**

Exhibitor agrees to abide by all exhibit display guidelines published in the Exhibitor Services Kit. The Houston-Hilton Americas exhibit area is carpeted (multi-colored) and carpeting is not included in the booth fee. In the area five feet forward from the rear of the booth, display material may be placed up to a height not exceeding eight feet from the floor. All exhibitors must remain within the confines of their own exhibit space, and no exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view or disadvantageously affect the display of other exhibitors. NACBA shall have the right to demand modification of the appearance of dress of persons or mannequins used in conjunction with displays or demonstrations. Exhibits not conforming to these specifications, or which in design, operation, or otherwise, are deemed objectionable by NACBA in its sole discretion, will be prohibited.

## **Handling and Storage**

NACBA and the owners or managers of the facility where the exposition is to be held will not accept nor store display materials or empty crates and Exhibitor shall make its own arrangements for shipment, delivery, receipt, and storage of such materials and empty crates. Such arrangements may be made through the Official Drayer, and Exhibitor shall in any event provide the Official Drayer with copies of all bills of lading. All shipments and deliveries to the Exposition shall be prepaid. Exhibitor shall not incur any obligation to the Official Drayer merely by reason of providing copies of any bills of lading hereunder.

## **Exhibitor Operation and Conduct**

(A) EXHIBITORS MAY NOT SCHEDULE PRIVATE FUNCTIONS OR EVENTS WHICH CONFLICT WITH OFFICIALLY SCHEDULED NACBA EVENTS; (B) The use of live animals is prohibited in the Exposition; (C) The use of objectionable amplifying or lighting equipment is prohibited; (D) Exhibitors may not use strolling entertainment, nor distribute samples, magazines, or advertising materials in any area outside of their booth; (E) It is the Exhibitor's responsibility to ensure that models' and/or artisans' appearance and dress will not be offensive to modest tastes. Furthermore, artisans and models are not permitted to perform or appear outside of the contracted booth space during show hours; (F) Food and beverage may be dispensed from Exhibitor's booth within the following guidelines: (i) Exhibitor must obtain written approval from NACBA; (ii) Distribution area must be kept clean and attractive; (iii) All attendees must have the opportunity to sample; (iv) Cooking may not take place in the booth without prior written approval from NACBA; (v) Any food and beverage distributed must be arranged through the facility where the Exposition is held.

Exhibitors and their representatives shall at all times conduct themselves in a professional manner and shall not disparage or libel fellow exhibiting companies, member companies, NACBA, or the employees of aforementioned organizations, or engage in other activities detrimental to the event. If exhibitors do engage in such conduct, NACBA reserves the right to cancel the Exhibitor's space without further notice and without obligation to refund moneys previously paid and to re-sell exhibit space assigned. NACBA further reserves the right to reject Exhibitor's application to exhibit in future shows of NACBA.

## **Protection of Exhibit Facility and Liability**

Exhibitor is expressly bound, at its expense, to promptly pay for or repair any and all damage to the exhibit facility, booth equipment, or the property of others caused by the Exhibitor or any of its employees, agents, contractors, or representatives. This Agreement shall not constitute or be considered a partnership, employer-employee relationship, joint venture or agency between NACBA and Exhibitor. Exhibitor hereby agrees to and does indemnify, hold harmless, and defend NACBA from and against any and all liability, responsibility, loss, damage, cost, or expense of any kind whatsoever (including but not limited to cost, interest, and attorney's fees) which NACBA may incur, suffer, be put to, pay, or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act or omission by Exhibitor or any of its employees, servants, or agents. Exhibitor further agrees that NACBA and their respective agents and employees shall not be responsible in any way for damage, loss, or destruction of any property of Exhibitor or injury to Exhibitor or its representatives, agents, employees, licensees, or invitees.

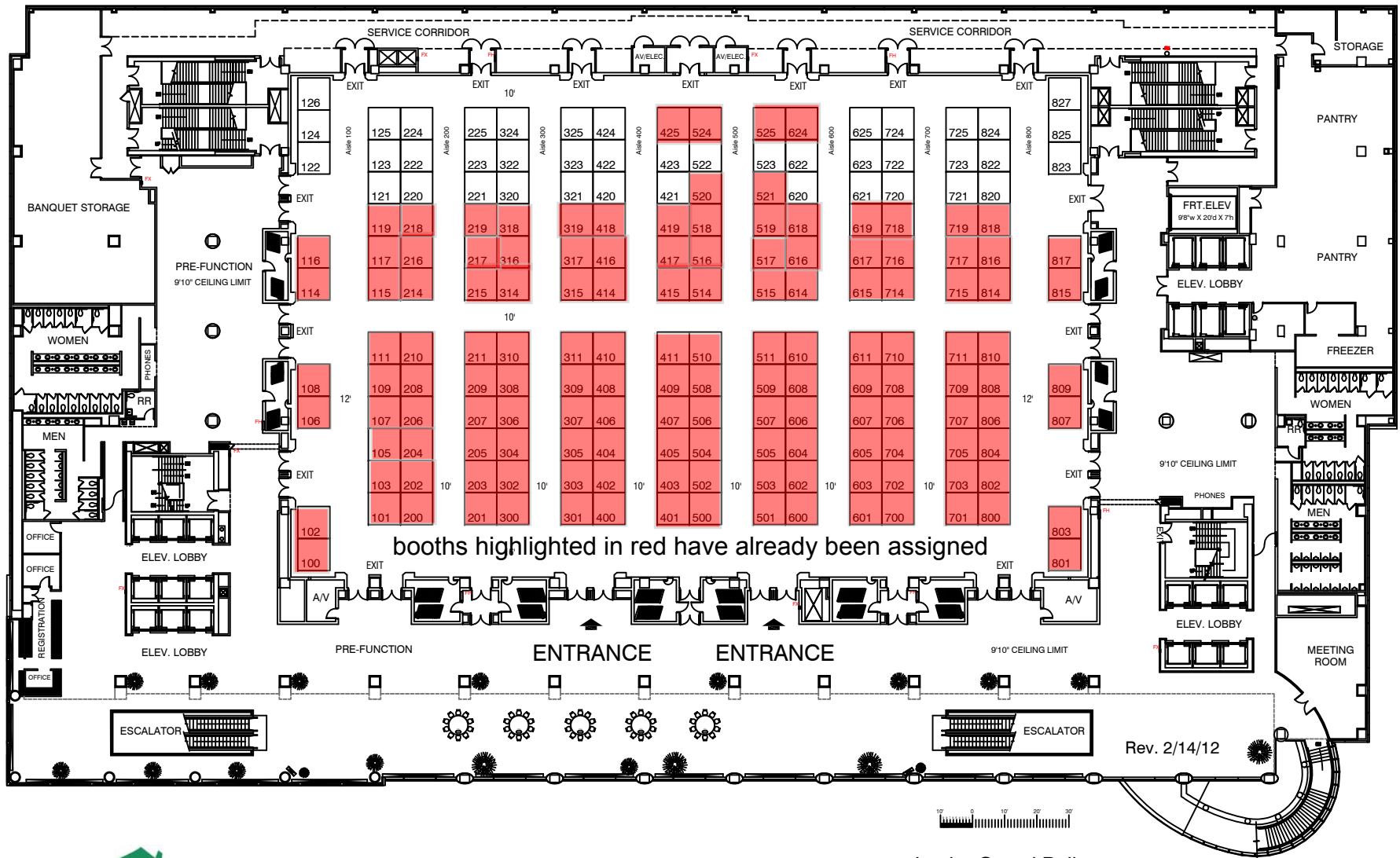
## **Security**

NACBA will provide limited guard service over the days of the Exposition (normally after hours) and will exercise reasonable care with respect to the protection of the Exhibitor's materials and display. Beyond this, NACBA, the Exposition facility, or any officer or employee thereof will not be responsible for the safety of the property or the Exhibitor or its agents and employees from theft, damage by fire, accident, or any other cause. Exhibitor is required to provide all insurance and/or policy riders to cover all booth contents.

## **Exhibiting Codes and Agreements**

Exhibitor hereby agrees to be bound by all exposition rules and regulations outlined here, in the exhibit show brochure, and in the Exhibitor Service Kit, and any additional rules, regulations, and information as may be adopted by NACBA. Exhibitor further agrees to adhere to and be bound by (i) all applicable fire, utility, and building codes and regulations of the facility where the exposition is held; (ii) any rules or regulations of said facility; (iii) the terms of all leases and agreements between NACBA and the managers or owners of said facility; (iv) the terms of any and all leases and agreements between NACBA and any other party relating to the Exposition; and (v) all Federal, State, and local laws, codes, ordinances and rules.

National Association of Church Business Administration  
 July 9-12, 2012  
 Hilton Americas - Houston  
 Houston, Texas



booths highlighted in red have already been assigned

Rev. 2/14/12

Lanier Grand Ballroom  
 186-10x10 booths  
 Ceiling Height 28'  
 Aisle widths as noted



# NACBA Houston 2012 Conference

## July 10-14, 2012



	Mon, July 9th	Tues, July 10th	Wed, July 11th	Thurs, July 12th	Fri, July 13th	Sat, July 14th		
7:00 AM								
7:15 AM								
7:30 AM								
7:45 AM								
8:00 AM			Breakfast on Own or Breakfast Meetings	Breakfast on Own or Breakfast Meetings	Breakfast on Own or Breakfast Meetings	Breakfast on Own or Breakfast Meetings		
8:15 AM	Exhibit Hall Setup	Exhibitor Move-in Cont.						
8:30 AM				General Session I	General Session II	General Session III	Workshops G	
8:45 AM								
9:00 AM								
9:15 AM								
9:30 AM								
9:45 AM								
10:00 AM								
10:15 AM								
10:30 AM					Spouse/Family Orientation		Refreshment Break	Refreshment Break
10:45 AM								
11:00 AM								
11:15 AM								
11:30 AM					Workshop E	Workshops H		
11:45 AM			Trade Show with Lunch	Trade Show with Lunch				
12:00 PM								
12:15 PM								
12:30 PM								
12:45 PM								
1:00 PM	Exhibitor Move-in	First Timers' Orientation			Lunch for All or Chapter Presidents Lunch	Lunch and General Session IV		
1:15 PM				Workshops A	Workshops C			
1:30 PM								
1:45 PM								
2:00 PM								
2:15 PM								
2:30 PM								
2:45 PM								
3:00 PM					Refreshment Break	Refreshment Break		
3:15 PM							Workshops F	
3:30 PM								
3:45 PM								
4:00 PM				Workshops D				
4:15 PM			Workshops B					
4:30 PM								
4:45 PM				Exhibit Hall Move Out				
5:00 PM					Future Conference Planning			
5:15 PM								
5:30 PM								
5:45 PM		Denomination Receptions						
6:00 PM								
6:15 PM								
6:30 PM								
6:45 PM								
7:00 PM						Remainder of afternoon and evening free or travel home.		
7:15 PM		Expo Hall Open and Opening Celebration with dinner and prize drawings	Evening free or Special Event or meetings or denominational gatherings	Evening free or denominational gatherings	Evening free or Special Event			
7:30 PM								
7:45 PM								
8:00 PM								
8:15 PM								
8:30 PM								
8:45 PM								
9:00 PM								