



HERITAGE INTERNATIONAL MINISTRIES  
*Conference and Retreat Center*  
**KINGDOM BUSINESS ASSOCIATION (KBA)**  
*Exhibitor Rules and Regulations*

Greeting to all Exhibitors! Our goal is to make this the most edifying and wonderful experience possible for both our exhibitors and our conference guests. To help everything go as smoothly as possible for all, we have established the following policies for our exhibitors:

- 1. APPLICATION DEADLINE:** Total fees and completed application must be received by October 7<sup>th</sup>. If you require more than the originally selected exhibitor space, you must make arrangements in advance and pay for the additional booth space in advance. You are only permitted to occupy the pre-determined size you have prearranged for, so please do not attempt to use a larger space. Confirmation of acceptance will be sent within one week of receipt of Application. Requests will be considered on a first-come first-served basis. There will be no spaces available the day of the Event.

**\*SEE EXHIBITOR PAYMENT SHEET FOR A COMPLETE LIST OF FEES.**

- 2. APPLICATION REVIEW POLICY:** HIM reserves the right to deny any application. A full refund of all fees (except for the application fee) will be sent with a letter of explanation.
- 3. APPLICATION CANCELLATION:** Cancellations will be accepted up to and including October 14<sup>rd</sup>. A 50% cancellation fee will be deducted for cancellations after October 14<sup>rd</sup>. **If a cancellation is received less than 6 days prior to the conference a refund will not be issued.**
- 4. SPACE LOCATION:** Exhibitor booth spaces are assigned by the KBA team.
- 5. RETAIL EXHIBITOR TABLE INFORMATION:** Fees are listed on the Exhibitor Payment Form. Table Size is **3 x 6ft**. All dimensions are believed to be accurate but are not warranted by HIM. Each vendor is allowed up to two (2) tables. The price of the first retail exhibitor table includes, in addition to the space itself for the entire exhibit, 1 table & black tablecloth, access to electrical socket. If electricity is required, each exhibitor may provide their own cords or rent extension cords from HIM. Exhibitor is required to have their concession accessible or to make appropriate accommodations for patrons with disabilities. Spaces are cleared areas and pre-assigned. Any requested overages will be charged an additional fee. HIM is not responsible for booth trash removal. The timely removal of all trash is the responsibility of the Exhibitor.

**No part of any exhibit space assigned to an exhibitor may be reassigned or sublet to any other party by that exhibitor.**

- 6. ITEMS FOR SALE:** At the KBA event, we reserve the right to remove any items that may be objectionable to the viewing public, and to make final interpretations of all conditions that

apply. All items sold at the events must be approved in advance. ***If not already on file, exhibitors must submit two photos and a list of their work (printed brochures are acceptable) with the completed application.***

**Open flames or hot plates strictly not allowed (includes candles & incense)**

- 7. SALES TAX:** Exhibitors are required to collect and pay sales tax. The information needed to obtain South Carolina sales tax forms may be found at [www.sctax.org](http://www.sctax.org). The exhibitor is responsible for the sales tax on 100% of sales.
- 8. EXCLUSIVITY:** Although we strive to limit competing products, HIM does not guarantee to any exhibitor the exclusive right to sell any product. HIM does retain the exclusive right to sell certain products.
- 9. MERCHANDISING RIGHTS:** No merchandise may be sold, displayed or distributed with the MorningStar Publications, MorningStar logo printing, lettering, or wording imprinted on any items without prior written approval from HIM.
- 10. SOLICITATIONS & DEMONSTRATIONS:** Solicitations and/or demonstrations by exhibitors must be confined within their respective booths and/or spaces.
- 11. EXHIBITOR CHECK-IN:** Exhibitor passes, registration packets and name badges will be available on-site. If you have any questions, please contact the Exhibit Coordinator. Exhibitors must check in with the Exhibit Coordinator from 1 – 5PM on Thursday, October 25<sup>th</sup>, 2018, and be ready for operation by 6:00 P.M. on Thursday, October 25<sup>th</sup>, 2018. Failure to do this may result in forfeiting space. Heritage International Ministries (HIM) reserves the right to reassign booth locations at any time.
- 12. MOVE-IN:** Exhibitors will be permitted to set up from 1:00PM on Thursday, October 25<sup>th</sup>, 2018. *Exhibitors using an electrical outlet must be prepared to access the outlet up to 50 feet away. The outlet only includes one three prong access point.* Power bars and cables will be available for an additional cost.
- 13. MOVE-OUT:** For the safety of attendees, exhibitors will be permitted to tear down their booth after 7:00PM. on Saturday, October 27<sup>th</sup>. Exhibitors will be permitted to keep their exhibit up until 3:00PM on Sunday, October 28<sup>th</sup>. Exhibitors must check out with the KBA Conference Coordinator or the front desk at the Heritage Conference Center before leaving the conference grounds.
- 14. LOST, STOLEN OR DAMAGED ITEMS:** Exhibitor agrees that HIM and its staff will not be responsible for any lost, stolen or damaged materials, merchandise and/or property. Exhibitors will be charged replacement costs for any damaged or lost items belonging to HIM & MorningStar, whether rented for Event or not. If you are concerned about the safety of your materials, we recommend that all items be removed or secured during the night.

Safety officers will be present and other security measures will be taken but MorningStar will not be responsible for lost, damaged, or stolen items..

**15. EXHIBITOR CHECK-OUT:** The Exhibitor Coordinator will check your site before departure after the Event. Your cooperation at this time with the Exhibitor Coordinator is essential to move everyone out as efficiently as possible.

**16. SECURITY:** HIM will provide watchmen on a 24-hour basis from the beginning of set-up through dismantling. Furnishing of this service is not to be construed to be any assumption of obligation or duty with respect to the protection of the property of the exhibitors, which shall at all times be the sole responsibility of each exhibitor. HIM or any of its officers, agents, volunteers, or employees shall not be liable for any act of omission of such watchmen.

**17. INFORMATION:**

- a. MAKE CHECKS PAYABLE TO: "MorningStar Fellowship Church"
- b. MAIL FEES & APPLICATION TO:  
Heritage International Ministries  
Attn: Erika Robinson  
375 Star Light Drive, Fort Mill, SC 29715
- c. EXHIBITOR COORDINATOR:
- d. Hentie
- e. [hentie@kba.biz](mailto:hentie@kba.biz) Phone:  
803-802-5544 ext: 271

**18. INSURANCE:** It is the responsibility of each exhibitor to maintain such insurance against injury to person or damage or loss of property in such amounts as the exhibitor deems adequate. Insurance protection will not be afforded to the exhibitor by HIM.

**19. LIABILITY AND INDEMNIFICATION:** Refer to Hold Harmless Agreement.

*I acknowledge that I have read and will abide by the KBA Conference rules and regulations. I understand that if I have violated any regulations, the KBA Conference Director may terminate my participation without refund. I release MorningStar Fellowship Church from any responsibility for theft, damage, loss, injury, or any liabilities.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Organization Name \_\_\_\_\_  
**Organization** \_\_\_\_\_

<b>For Office Use Only</b>	KBA	
	Form Rec'd	<b>Year</b>
	Received by:	<b>Date</b>

