



# Exhibitor's Prospectus

The Orthodox Church in America  
19<sup>th</sup> All-American Council

**July 23-July 27, 2018**

St. Louis Union Station Hotel, St. Louis, Missouri

**Exhibits Co-Chairs: Ken Herman and Paul Rueschhoff**

## Exhibit Rules, Regulations and General Information

You are cordially invited to participate and exhibit in the 19th All-American Council to be held in St. Louis, Missouri at the **S. Louis Union Station Hotel, 1820 Market Street, St. Louis, Missouri, 63103, Phone 314-231-1234.**

This Prospectus outlines your contractual agreement with the Orthodox Church in America which is in effect after you sign the enclosed contract, return it with payment to the OCA Treasurer, and are accepted and confirmed by the Preconciliar Commission. The Orthodox Church in America is hereinafter referred to as the OCA, and the 19th All-American Council is hereinafter referred to as the AAC.

Room reservations at the St. Louis Unions Station Hotel are open to AAC Exhibitors at a special conference rate of \$134.00 plus tax. This special group rate is extended by the St. Louis Union Station Hotel three days before and after the Council dates, but is subject to availability. Reservations can be made through a special website created for the Orthodox Church in America which can be accessed through the All American website at [www.19aac.oca.org](http://www.19aac.oca.org).

The deadline for hotel reservations is **June 29, 2018**; however, this cut-off date is based on availability. A limited room block has been reserved and it is suggested that exhibitors make their reservations early. **If there are any problems making reservations, the St. Louis Union Station Hotel may be contacted directly.**

There will be designated exhibitors' areas, an area that will include the informational displays on the OCA ministries and Church related institutions of the OCA, as well as a number of commercial vendors offering their products and services to the council participants. A complete list of all displayers and vendors will be available as well as a map of their locations will be made available to the general public at the time of the Council. This year we have a large covered open space known as "the Midway" which all participants in the Council must pass through to get to the ballroom used for the plenary sessions. We will provide security for the space in the off hours but exhibitors should be aware that the open space may require you to store your more valuable items overnight. You can contract additional security if you so desire and the Exhibitor Co-Chairs can assist you in this. Depending on the response, there may be additional booths available, a member of the local committee will inform you if you initially request additional space and it becomes available.

Vendors and displayers will be located in the Midway. These rooms will be open during the AAC and secured with a guard each evening through the morning. Special requests will be considered with the submission of a written request to the local Preconciliar Committee prior to the beginning of the AAC. We will be utilizing the services of Paramount Convention Services, a local exhibit company. They will be providing the booths and material. There will be a standard 10' x 10' booth for vendors and displayers. Additional material can be ordered directly from Paramount at your own expense. Paramount can also provide shipping to and from the AAC. A catalog can be located at: <https://www.paramountcs.com>.

## Tentative Exhibit Schedule

<b>Friday, July 20</b>	<b>Paramount set-up</b>	<b>After Noon</b>
<b>Saturday, July 21</b>	<b>Displayers/Vendors Set-up</b>	<b>8:00 AM to 9:00 PM</b>
<b>Sunday, July 22</b>	<b>Exhibits Open</b>	<b>2:00 PM to 9:00 PM</b>
<b>Monday, July 23</b>	<b>Exhibits Open</b>	<b>9:00 AM to 10:00 PM</b>
<b>Tuesday, July 24</b>	<b>Exhibits Open (subject to Services &amp; Plenary Sessions)</b>	<b>9:00 AM to 10:00 PM</b>
<b>Wednesday, July 25</b>	<b>Exhibits Open (subject to Services &amp; Plenary Sessions)</b>	<b>9:00 AM to 10:00 PM</b>
<b>Thursday, July 26</b>	<b>Exhibits Open (subject to Services &amp; Plenary Sessions)</b> <b>Breakdown can begin</b>	<b>8:00 AM to 7:00 PM</b> <b>7:00 PM to 10:00 PM</b>
<b>Friday, July 27</b>	<b>Exhibits Breakdown</b>	<b>8:00 AM to Noon</b>

## Space Rental

The rental fee for booths will depend on whether the exhibitor is a vendor (selling items or services) or a displayer (exhibiting services and are an associated OCA or Church institution such as a department within OCA ministries.) The 10' x 10' rental fee for a displayer is \$150.00 and for a vendor is \$700.00 with the possibility of additional space, if available, at \$350.00 per additional booth. The standard 10' x 10' booth will include one 6' skirted table, 2 chairs, one

wastebasket and a booth ID sign. There will be general lighting, advance publicity and security provided. Additional items may be purchased directly from Paramount Convention Services.

## **Application for Space**

Anyone wanting to rent space in the exhibit area must complete and return the attached contract application with the appropriate fees or deposits. Displayers associated with the OCA ministries will have the fee transferred from their budget. Applications and deposits must be received by May 25, 2018 and paid in full by June 22, 2018. All exhibit space will be assigned on a first come, first served basis, upon acceptance of the contract application and deposit. Full refund of this deposit will be made for space cancellations received prior to May 15, 2018. There will be no refunds after this date.

## **Exhibit Sponsor and Management**

Council exhibits will be under the sponsorship and direction of the Preconciliar Commission and the Local Committee at all times. Acceptance of an application for exhibit space does not imply endorsement of the applicant's products or services. When accepted, the application for exhibit space constitutes a contract for the right to use the space assigned.

## **Information for Exhibitors**

Complete exhibitor information will be furnished to each applicant whose contract is accepted. This will include information on shipment and delivery of exhibit material, electrical needs, rental furniture, etc. This information will be sent to exhibitors in advance or can be accessed over the Internet at <https://www.paramountcs.com>. Goods shipped through the exhibitor company (Paramount) will be delivered to the exhibit booths for Saturday setup unless other arrangements are made. A packet containing information on discounted airline fares, ground transportation, parking, car rentals and hotel reservations will be found at the All American Council website at [www.19aac.oca.org](http://www.19aac.oca.org).

## **Installation and Dismantling of Exhibits**

Setup will take place from 8:00 AM to 9:00 PM on Saturday, July 21. Breakdown will take place on Friday morning, July 27 from 7:00 PM to Noon. The exhibit area is to be completely vacated by Noon on Friday, July 27. All expenses associated with setting up and moving out exhibits and displays shall be the responsibility of the individual exhibitor. The hotel will be responsible for reasonable cleaning both during the AAC and after dismantling.

## **Exhibitor Representative Responsibility**

Each exhibitor must name one person to be their representative in connection with installation, operation, and removal of their exhibit. This representative shall be authorized to enter into contractual agreements, for which the exhibitor will be held responsible. All exhibits must be properly staffed during all show hours. Early breakdown is not allowed.

## **Use of Exhibit Space**

No exhibitor shall reassign, sublet or share the whole or any part of his or her assigned space. Exhibits may not project beyond assigned space nor interfere with traffic. The AAC reserves the right to restrict exhibits that may detract from the character of the exhibit hall as a whole. This reservation would apply to persons, literature or any other thing that may be objectionable to the PCC, the Local Committee, or the exhibition as a whole.

## **Care of Exhibits**

Signs and other exhibit material may not be posted, nailed, or otherwise affixed to walls, doors, or other surfaces in a way that might deface or mar hotel/exhibit property or furnishings. Damage resulting from failure to observe this rule shall be the sole liability of the exhibitor.

## **Default of Exhibitors**

Contracts may not be cancelled after May 25, 2018. No refund will be made for space not used during all or part of the exhibition. Should space be unoccupied at the opening of the exhibition, the AAC reserves the right to rent or use it as it wishes without obligation or refund.

## **Amendments**

The AAC has full power to interpret and enforce all of the rules and regulations contained herein, as well as the power to amend these rules and add further rules and regulations, as it shall consider necessary for the proper conduct of the exhibition.

## **Liability, Security and Insurance**

Neither the OCA, its entities, its volunteers, agents, or employees nor the AAC shall be liable for any damage to the property of, or loss of business to, the exhibitor, nor for any loss by theft, fire, or other means, nor for injuries to the exhibitor, its employees, agents or guests, arising from any cause whatsoever - even though occasioned, caused or contributed to by the negligence of the AAC or exhibit facilities, their agents or employees. Proof of Exhibitors insurance coverage must be provided with this contract in the form of a certificate of insurance covering July 21 to July 27, 2018 at the St. Louis Union Station Hotel. Exhibitors shall indemnify and hold harmless Hotel and its servicing agents from all liability (damage or accident) which might ensue from any cause resulting or connected with transportation, placing, removal or display of exhibits.

Exhibitors are strongly urged to add to their existing insurance a Portal-to-Portal Rider to protect them against loss or damage to their material by fire, theft, accident, etc. They are urged further to carry Public Liability Insurance against injury to the persons and property of others.

**The OCA and AAC shall not be obligated to carry any insurance for the benefit of exhibitors.**