



2012 Exhibitor Registration Package

Conference Date: January 27 - 29 2012

“Local Community: Global Opportunity”

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Revised November 15, 2011

Schedule "A": 2012 Booth Rates

Valid from November 1 2011- January 27 2012 (Rates are expressed in Canadian Dollars). Revised Nov 15 2011

Booth	Rate\$	Booth	Rate\$	Booth	Rate\$	Booth	Rate\$	Booth	Rate\$	Booth	Rate\$	Booth	Rate\$
A01	2162	CC1	1550	F12	741	J05	1613	N02	612	Q07	989	U01	989
A02	1550	CC2	1550	G01	989	J06	1613	N03	612	Q08	597	U02	842
A03	1550	CC3	1550	G02	597	J07	1391	N04	612	Q09	597	U03	842
A04	1550	CC4	1391	G03	597	J08	1391	N05	612	Q10	597	U04	842
A05	1550	CC5	1391	G04	597	J09	1391	N06	989	Q11	597	U05	842
A06	1550	CC6	1391	G05	597	J10	1538	N07	989	Q12	783	U06	989
A07	1914	D01	989	G06	741	K01	1715	N08	597	R01	989	U07	989
A08	1914	D02	597	G07	741	K02	1550	N09	597	R02	612	U08	842
A09	1550	D03	597	G08	564	K03	1550	N10	597	R03	612	U09	842
A10	1550	D04	597	G09	564	K04	1860	N11	597	R04	612	U10	842
A11	1550	D05	597	G10	564	K05	1613	N12	783	R05	612	U11	989
A12	1550	D06	741	G11	564	K06	1613	O01	989	R06	989	V01	2360
A13	1550	D07	741	G12	741	K07	1391	O02	612	R07	989	V02	1715
A14	2162	D08	564	H01	989	K08	1391	O03	612	R08	597	V03	1715
AA1	2433	D09	564	H02	597	K09	1391	O04	612	R09	597	V04	1715
AA2	989	D10	564	H03	597	K10	1538	O05	612	R10	597	V05	1715
AA3	989	D11	564	H04	597	L01	989	O06	989	R11	597	V06	1715
B01	989	D12	741	H05	597	L02	842	O07	989	R12	783	V07	1945
B02	597	E01	989	H06	741	L03	842	O08	597	S01	989	V08	1945
B03	597	E02	597	H07	741	L04	842	O09	597	S02	842	V09	1715
B04	597	E03	597	H08	564	L05	842	O10	597	S03	842	V10	1715
B05	597	E04	597	H09	564	L06	989	O11	597	S04	842	V11	1715
B06	828	E05	597	H10	564	L07	989	O12	783	S05	842	V12	1715
B07	828	E06	741	H11	564	L08	842	P01	989	S06	989	V13	1733
B08	564	E07	741	H12	741	L09	842	P02	612	S07	989	Booth Sizes	
B09	564	E08	564	I01	989	L10	842	P03	612	S08	597	20'X15':	
B10	564	E09	564	I02	842	L11	842	P04	612	S09	597	AA1, A1, A14,	
B11	564	E10	564	I03	842	L12	989	P05	612	S10	597	V1	
B12	828	E11	564	I04	842	M01	989	P06	989	S11	597	10'X10' booths:	
C01	989	E12	741	I05	842	M02	612	P07	989	S12	783	A2-13, AA2-3,	
C02	597	F01	989	I06	989	M03	612	P08	597	T01	989	CCs, Js, Ks,	
C03	597	F02	597	I07	989	M04	612	P09	597	T02	842	V2-12:	
C04	597	F03	597	I08	842	M05	612	P10	597	T03	842	All other	
C05	597	F04	597	I09	842	M06	989	P11	597	T04	842	booths:	
C06	741	F05	597	I10	842	M07	989	P12	783	T05	842	8' long X 6'	
C07	741	F06	741	I11	842	M08	597	Q01	989	T06	989	deep.	
C08	564	F07	741	I12	989	M09	597	Q02	612	T07	989	Download the	
C09	564	F08	564	J01	1715	M10	597	Q03	612	T08	597	"Floor Plan and	
C10	564	F09	564	J02	1550	M11	597	Q04	612	T09	597	Availability"	
C11	564	F10	564	J03	1550	M12	783	Q05	612	T10	597	from the	
C12	741	F11	564	J04	1550	N01	989	Q06	989	T11	989	Exhibitors List	

20'X15':
AA1, A1, A14,
V1

10'X10' booths:
A2-13, AA2-3,
CCs, Js, Ks,
V2-12:

All other
booths:
8' long X 6'
deep.

Download the
**"Floor Plan and
Availability"**
from the
Exhibitors List
Page under
[Conference
2012] tab

Organization and Contact Person Information Organizations registered before Oct. 15, 2011 will have their full legal name and contact information printed in the Missions Fest Program Magazine. An online listing of exhibitors will include the organization's name, booth location, and a link to their website.									
Full Legal Name of the Organization									
Organization Address:						City:			
Province / State:			Postal/Zip code:		Country:				
Office Tel:			Fax Tel:		Toll Free Tel:				
Email:				Website:					
Contact person: <i>(To send logistics info about upcoming Missions Fest)</i>									
Home/Cell Tel: <i>(emergency cases)</i>			Email: <i>(to send Missions Fest information)</i>						
Finances Person Email: <i>To send Missions Fest's receipts and invoices</i>									
___ Yes, Missions Fest can send me mail to my organization's address as listed above.									
___ No, Missions Fest should not send me correspondence to the address above, but to the following one:									
Address:		City:		Prov./ State:	P.C.	Country:			
<i>The Terms and Conditions which accompany and form part of this application are attached.</i>									
Number of Booths		LOCATION		Price		Total cost for booths			
		1st Choice	Alternate						
				\$		\$			
Extras. Every booth comes with one unpadded chair. Any order of extras after Jan 15 th 2012 will be charged an extra 25% on top of the current rate.									
Description		Qn'ty	Rate \$	Total \$	Description		Qn'ty	Rate \$	Total \$
Tables					Chairs				
Skirted table - 8' x 2' (30" height)			31		Chair (unpadded)		3		
Skirted table - 6' x 2' (30" height)			31		Fabric Highback swivel stool		42		
Skirted table - 4' x 2' (30" height)			31		Stool with backrest		30		
Maple top pedestal table-30" diam.17" height			40		Carpeting				
Maple top pedestal table- 30" diam. 27" height			43		Blue Carpet 10ft X 10ft		100		
Maple top pedestal table -30" diam. 40" height			46		Blue Carpet 8ft X 6ft		80		
Electricity					Carpet foam underlay 10ft X 10ft		85		
1500 watts (4 plugs)			66		Carpet foam underlay 8ft X6ft		41		
Sub-total								\$	
HST 12% on Sub-total								\$	
(If paid with cheque, make it payable to MISSIONS FEST VANCOUVER) Total Amount								\$	
The undersigned confirms that he/she is an authorized representative of the above applying organization, has received, read, and understands the Terms and Conditions of the Registration, agrees with the Statement of Faith, agrees with the Principles, Policies and Practices of Missions Fest Vancouver, and adopts such on behalf of the applying organization. We agree to have our display ready for the public by 12:00 (noon) on Friday, Jan. 27, 2012, and not dismantle it before 5:00 p.m. Sunday, Jan. 29, 2012. (See Terms & Conditions)									
How did you hear about us?									
Authorized Signature:						Date:			
Printed Name:									
Credit Card Information									
Card Number:				Card Type:		<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AmEx			
Credit Card Holder:				Expiry date:					
Billing Email or Mail Address: <i>Name /Address / City / PC</i>									

 Mail/fax/ email this form to: 7200 Cariboo Road, Burnaby, BC V3N 4A7 /Fax: 604-524-4690/ registrar@missionsfestvancouver.ca



Schedule "B": Statement of Faith

Missions Fest includes a broad spectrum of Christian denominations and organizations. Care will be taken to ensure that no one organization, denomination or movement is given excessive exposure. The emphasis will be to serve the church of Christ in glorifying and honouring our Lord.

STATEMENT OF FAITH (as adopted by Missions Fest Vancouver)

We believe...

1. That there is only One God, eternally existent in Three Persons: Father, Son and Holy Spirit;
2. In the divine inspiration of Holy Scriptures, both the Old and New Testaments, and its consequent entire trustworthiness and supreme authority in all matters of faith and conduct;
3. In the universal sinfulness and guilt of human nature since the fall, making man subject to God's wrath and everlasting damnation;
4. In the substitutionary sacrifice of the incarnate Son of God as the sole ground for redemption from the guilt, penalty and power of sin;
5. In the justification of the sinner by the grace of God through faith alone in Christ crucified and risen from the dead.
6. In the illuminating, regenerating, indwelling and sanctifying work of God, the Holy Spirit, in the believer;
7. In the unity and common priesthood of all true believers, who together form the one universal Church, the Body of which Christ is the Head;
8. In the expectation of the personal, visible return of the Lord Jesus Christ; and...
9. In the mandate to go and make disciples of all nations, baptizing them in the name of the Father, Son and Holy Spirit and teaching them to obey everything that is commanded.

We wholeheartedly agree with this Statement of Faith.

Authorized Signature:		Date:	
Printed Name:		Exhibitor:	

Schedule “C”: Principles, Policies and Practices of Missions Fest

1. Exhibiting organizations

- a) May be included in one of the following categories:
 - i) They are a government registered charity and are entirely dependent on donations.
 - ii) They are a government registered missions supporting not-for-profit organization.
 - iii) They are a missions supporting commercial business.

Missions Fest wishes to give priority to organizations in categories i) and ii) by encouraging them to register early. Agencies in category iii) may register after September 1st only.

- b) Must submit **Statement of Faith** which is in agreement with the one adopted by Missions Fest.
 - c) Must submit clear and accurate **Statements of Purpose, Activities and Impact** which describes how evangelization and/or discipleship is part of the activities of the mission.
 - d) Must have a history of operation for at least 2 years which gives evidence of being both accountable and ethical.
 - e) Must have leadership whose conduct is above reproach morally, ethically and financially; leadership who is accountable to official Boards, who, in turn, represent people of integrity and a broad base within the Christian community.
 - f) Must be an organization which has demonstrated financial accountability, and satisfies the Canadian Council of Christian Charities, ECFA or equivalent requirements, and which is subject to audit, with financial statements which are available upon request.
2. **Purpose of Exhibit** The primary reason for having exhibits at Missions Fest is to meet the public, to provide information about your organization and to assist those who are searching for the field where they can serve God in mission. For those missions who are recruiting people, it is often the first step in this process.
3. **Literature and materials at the exhibit** The exhibit is the ONLY PLACE where literature can be distributed. This literature must conform to the Statement of Faith that is provided with each application. We also require that only literature that is authored/published by the organization represented be available. Occasionally, organizations do not publish anything but use literature that is directly related to their mission as primary resource material. In such cases, a list of this literature must be submitted to Missions Fest for approval, 30 days prior to the conference.
4. **Sales.** Exhibitors are allowed to sell up to 10 items, including books, resource manuals, and missions related CD's through a consignment arrangement with the official on-site bookstore, Pilgrim Book and Bible. Exhibitors are allowed to distribute free of charge CDs, DVDs, literature, and missions related materials at their booth. Handcrafts, artefacts, and other items are not to be sold or offered for a donation at the conference.
5. **Use of Exhibit Space** Missions Fest is not a trade show; its purpose is not to sell products, but rather to inform, encourage and challenge people about world missions. The use of the space needs to conform to the purpose of the exhibit as outlined above.
6. Our **Program Magazine** is our road map through the conference. We expect that we will publish 12,000 copies. You will be listed in the agency directory in the magazine if you are registered with us before October 15. Advertising in the program magazine can be arranged through the office. Look for advertising forms online. If you have articles related to the theme, kindly forward them to the editor for consideration no later than June 30, 2011.
7. **Internet** We would like to list your organization on our WEB Site for people to gain ready access to you. If we have your email address and home page address, we shall endeavor to list the organizations that are registered with us this year. This would occur on a year-to-year basis.
8. **Seminars** Many of the seminars presented are led by personnel from the various missions represented. These seminars are intended to be generically educational and not a platform for advertising one's agency or

its services or products. The themes should reflect the theme of the conference, and present relevant and fresh world mission material.

The Missions Fest **Seminar Committee** will receive all applications. If the seminar is directed toward Youth and/or Youth Leaders or the Children's Division, it will be forwarded to the appropriate leader. All applications will be selected according to the Seminar Division guidelines and the variety that is needed. All seminar applications should reach us before August 31, 2011 to be considered.

9. Other Logistics:

- a. **Accommodation** Missions Fest has negotiated with several hotels for special rates during the conference weekend. A listing of hotels, rates, booking date deadlines and complimentary home stay for missionary personnel, is available online at www.missionsfestvancouver.ca .
- b. **Parking** Missions Fest negotiates space in a holding lot from year to year. Information will be available later in the year if space can be obtained.
- c. **Carpet and other furniture** for Exhibit Areas. One can bring his/her own carpet/furniture or rent them from Missions Fest. The Exhibitor Application form lists a set of extras that can be ordered.
- d. **Audio** For the sake of fellow exhibitors, **no electronic audio may be played**. If individuals wish to hear a video being shown, we suggest head sets for viewers.
- e. **Human Size Puppets** Also, for the sake of fellow exhibitors, human size puppets are restricted to inside their exhibit space only. They are not permitted to wander about the exhibit hall or the conference centre.

Terms and Conditions - Missions Fest Vancouver

1. These terms and conditions accompany and form part of the Exhibitor's Registration.
2. Exhibitor Registrations will only be considered upon receipt of both the Exhibitor's Registration form, duly completed, and payment in full of the amount due and owing for the space or spaces sought.
3. After April 1, 2011 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 registrants will be notified as soon as possible by email.
5. Registrations not accepted will likewise be notified. Payments made will be returned or repaid in full.
6. Cancellation of any exhibitor registration shall be made in writing. Cancellations received before the first day of November of any year shall receive a refund of total amount paid, less the \$200.00 non-refundable deposit, and less a \$50.00 cancellation fee. 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 Vancouver, or by credit card (Visa, MasterCard or AMEX only).
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 registration, to impose conditions upon any registration or to cancel any registration for any reason with cause. Cause may include: the failure of the organization to comply with the statement of faith in principle or practice; the failure of the organization to cooperate with 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
 - 8 feet blue backdrop
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 coloured skirting
 - extra unpadded chairs
 - electricity
 - carpet and underlay
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 registration.
17. In order to maintain morale in the exhibition hall, exhibits are to be set up by Friday noon and not to be dismantled before 5:00 p.m. on Sunday. Those who do so may affect their invitation to future Missions Fest conferences and will be fined \$100.00
18. Exhibition Space prices are set out in the attached Schedule "A." An updated floor plan showing the booths availability can be downloaded from www.missionsfestvancouver.ca clicking on 'forms' (top left).
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 this document ("Schedule "C" and "D").
21. Agencies must refrain from extending past their 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 portion of the display if it exceeds the allotted space.

Schedule "D" – Excerpt of the Board of Directors Conference Procedures

EXHIBITORS at Missions Fest™

Missions Fest™ will make every effort to include a balanced and broad perspective of evangelical mission organizations whose objects and beliefs are consistent with the mission and beliefs of Missions Fest™. Agencies are required to:

1. Be in agreement with the Missions Fest™ doctrinal statement;
2. Show financial accountability (CCCC, EFMA, or audit), be registered with the local government and be willing to provide documentation upon request;
3. Provide a history of consistent Christian testimony and successful evangelical/missions activities that are consistent with the objectives and beliefs of Missions Fest™;
4. Have an evangelical/mission emphasis.

A potential exhibitor must first provide its published Statement of Faith and Statements of Purpose & Activities for approval and history of impact, before being provided an application for participating at Missions Fest™.

A limited number of “commercial displays” may be accepted providing they are seen as an active resource to missions.

Exhibitors will be allowed to sell up to 10 items, including books, resource manuals, and missions related CDs through a consignment arrangement with the official on-site bookstore. Exhibitors will be allowed to distribute free of charge CDs or DVDs, literature, and missions related materials at their booth. Handcrafts, artefacts, and other items are not to be sold or offered for a donation at the conference.

If organizations wish to sell materials through the on-site bookstore as a necessary part of the functioning aspect of the organization, but are not authored and/or published by them, they must list them for approval by the Board no later than one month before the conference.

Missions Fest™ reserves the right to accept or refuse the participation of any organization as an exhibitor. Refusing to allow an organization to participate may be necessary for a variety of reasons, including but not limited to: where the applicant does not meet the criteria as an exhibitor, in order for Missions Fest™ to achieve an appropriate mix of exhibitors (in its sole discretion) or lack of space (in which case Missions Fest™ will determine, in its sole discretion, which exhibitors will have the greatest impact).

Display Area. Missions Fest™ will endeavor to provide adequate and suitable display space for each organization’s request. Each organization will be treated on an equal basis. In situations where an organization requests additional space, the Planning Team reserves the right to grant this request providing there is space available.

Missions Fest™ will provide for each display space one chair. If request is made for a table, electrical outlets or additional chairs, Missions Fest™ will provide these for a fee. Missions Fest™ cannot provide electrical fixtures such as extension cords, etc.

Each organization requesting display space will be required to pay a rental fee as established by the Missions Fest™ Management Team and/or the Board of Directors.

Revised September 13, 2010



Missions Festival (Missions Fest™) Society, 7200 Cariboo Road, Burnaby, BC Canada V3N 4A7