

## **Policy Guide for GMHC Exhibitors**

Version 2016

AS AN EXHIBITOR FOR THE GMHC, ALL ORGANIZATIONS HAVE AGREED TO THE FOLLOWING POLICIES AND AGREE TO SUBMIT TO THE FOLLOWING GUIDELINES SET BY SOUTHEAST CHRISTIAN CHURCH AND THE GLOBAL MISSIONS HEALTH CONFERENCE. ALL TERMS AND CONDITIONS IN THIS POLICY GUIDE ARE SUBJECT IN ALL RESPECTS TO THE EXHIBITOR AGREEMENT. TO THE EXTENT THERE ARE ANY CONTRADICTIONS BETWEEN THIS POLICY GUIDE AND THE EXHIBITOR AGREEMENT, THE TERMS OF THE EXHIBITOR AGREEMENT SHALL PREVAIL.

### **SECTION ONE REGISTERING FOR THE GMHC**

#### Contact Information

You may contact the exhibitor coordinators with questions:

- [exhibitors@medicalmissions.com](mailto:exhibitors@medicalmissions.com)
- 502-253-8069 (Kacie Chase)

#### Registration Dates

- Opens in early Spring
- Register at [MedicalMissions.com](http://MedicalMissions.com)
- All organizations must have an organizational profile on [MedicalMissions.com](http://MedicalMissions.com) to register for a booth

#### General Booth Information

- All booths are 10' x 10'.
- All booths receive one 30" x 8' table.
- All booths are 10' deep.
- Additional tables are available for an additional cost.

#### Booth Choices

- All booths are registered online.
- Exhibitors choose their location(s) from map of exhibit hall.

#### Cancellation Policy

- The GMHC offers no refund of cost sharing contributions for cancellation.

## **SECTION TWO**

### **PREPARING FOR THE GMHC**

#### Booth Representatives

- Registering a booth for the GMHC only registers your organization for a booth.
- Each exhibiting organization is allowed 2 exhibitor representatives (4 for Partners)
- Make certain to register your people online to work your booth prior to the conference. (This is a separate registration.)
- All booths must have one or two exhibitor paid workers.
- Remember that this is your chance to interact with students, residents, missionaries and others that are interested in what your organization is doing. Be sure to prepare your team to answer questions, have resources, and be excited to greet the attendees.

#### Shipping and Receiving

- Materials shipped **MUST NOT** be received until the week of the GMHC. Southeast is not responsible for items shipped earlier.
- Shipping address: Southeast Christian Church (main building), % Missions / GMHC, 920 Blankenbaker Parkway, Louisville, KY 40243.
- REFER TO SECTIONS FOUR & SIX FOR ADDITIONAL INFORMATION.

#### Booth Selection

- All booths are registered online.
- Booths are selected in priority going first to Partner organizations and then by order of registration (organizations choose booth from booth map and availability).
- The GMHC makes no promises or guarantees to any organization for any booth placement.

#### Placement

- Booth placement has been selected by each exhibiting organization.
- Requests to change booth space are not allowed.

#### Elements Guide Book

- Your organization's representation in Elements is built on your current year's registration (your organization's profile as listed on [medicalmissions.com](http://medicalmissions.com)).
- All organizations requesting advertising in Elements must have completed all required items by date noted in Elements Ad Booklet (separate - see website for more details).

## **SECTION THREE ARRIVING AT THE GMHC**

### Time Frame

- Exhibitors may check in and set up booths between 4p - 8:30p Wednesday or between 8a - 1p Thursday.
- The GMHC prefers exhibitors complete their booth set up no later than noon on Thursday.
- NOTE: Exhibitors may NOT begin setting up booth prior to 4p on Wednesday due to necessary time needed to complete both electrical and booth structures.

### Location - Check In

- Upon entering the building, proceed to Fellowship Hall 1 (located in main building to the far right of the atrium entrance).
- Sign in at the Exhibitor Registration Table and Pick up your packet (No onsite registration is available there - all onsite registrations must be processed in the atrium).
- Booths are located in the Fellowship Halls of Southeast Christian Church on floors one and two and in the Student Ministry Center (SMC) "The Block".
- If you have others who will be attending the GMHC who are not part of your exhibitor booth delegation they will need to pick up their materials for check in at the main registration counter.

### What You Will Need for a Simple Arrival

- Organization's booth equipment and materials.
- Confirmation for organization and for representatives (separate items).
- A moving cart of some type makes the process far easier as carts are limited.

### Housing/Parking

- The GMHC requires that every participant obtain their own housing. There are preferred hotels listed on the MedicalMissions.com website.
- Parking is available at Southeast throughout numerous parking lots.
- There are no formal shuttles set up, but you are welcome to try to coordinate rides with other conference attendees.

## **SECTION FOUR SETTING UP YOUR GMHC BOOTH**

### Shipping and Receiving

- If you shipped anything to Southeast prior to the GMHC, those items will be located in the Shipping and Receiving area inside the main building (first floor outside of Fellowship Hall 1 on left - follow signs for directions.)
- Note: Check your booths first as volunteers may have already delivered shipped items to your booth.

### Delivery Carts

- Southeast has a limited amount of delivery carts. They are in high demand during setup and tear down - please be courteous with others; keep your usage of carts as short as possible - return promptly to inside of FH1.
- We also recommend bringing your own cart if you have one... but keep your eyes on it so it doesn't walk off!

### Your Booth Space - Physical Space

- Exhibitors may only physically occupy the immediate footprint of their booth space.
- Exhibitors may NOT have any material or apparatus that extend into any of the aisles.
- Exhibitors in end booths are STRICTLY prohibited from having anything extending outside their 10x10 footprint.
- Exhibitors are not to have any display or other items extending beyond a 9' height.
- END booths may NOT remove side bars on end of booth for structural reasons.
- Policy is set by fire marshal and strictly enforced.

### Finding Your Booth

- You can find your booth via the exhibitor placement map (provided ahead of time) or by locating your booth sign (above your booth provided by GMHC).

### Unloading Vehicles (rear building entrance marked by signs)

- You may unload any of your vehicles in the designated area only (shipping and receiving area of main building OR in the main doors of "The Block" student ministry center if that is where your booth is located).
- Exhibitors are NOT allowed to unload under the main entrance of the church - these vehicles will be towed - safety and fire issues pertain.

### What Is Provided by the GMHC

- Booth pipes and drapes (8' high in back / 3' high sides)
- 2 Chairs per booth
- 1 Table per booth
- Booth sign (generated from MedicalMissions.com)

## **SECTION FIVE**

### **OPERATING YOUR GMHC BOOTH**

#### Booth Hours

- The Exhibitor booth hours are noted on the main conference schedule.
- The Exhibitor areas will be **CLOSED AND LOCKED** during **ALL** Plenary Sessions (no exceptions).
- The Exhibitors area will be open each evening after the Plenary Session until 10p (as some Plenary Sessions may go shorter than others)
- The Exhibitor Hall will be closed and locked no later than 10p each night.

#### Electricity - Internet - Phone

- ALL BOOTHS on ALL FLOORS have electricity.
- Each booth is provided ONE electrical outlet.
- Exhibitors are responsible for their own extension cords, three-prong adapters, tape, pins, Velcro, tools, moving carts, etc.
- Limited internet is available in all exhibit halls. Speeds will be slow due to high usage.
- Phones are available in the church atrium.
- Cell phones may have difficulty gaining signal in the buildings.

#### Booth Usage Policy

- Distribution of literature, samples, and products are limited to your booth space only. Distribution of these products / items are strictly limited to your booth space only. This also applies to any person or group who shares your booth.
- Exhibitors cannot share or sublet booth space without prior permission from the GMHC. If permission is granted, only the registered organization will be recognized with signage, program book, and website.
- Any audio and/or video equipment sound must be kept at low levels and not interfere with other booths.
- Helium and latex balloons are prohibited.

#### Physical Space

- Exhibitors may only physically occupy the immediate footprint of their booth space.
- Exhibitors may NOT have any material or apparatus that extends into the aisle.
- Exhibitors in end booths are **STRICTLY** prohibited from having anything extending outside their 10x10 footprint.
- Booth displays are NOT to exceed 9' high in the back. Sides must be 3' tall or lower.

- Policy for floor and vertical spacing is set by fire marshal and is strictly enforced.
- Side pipe may only be removed BY PERMISSION ONLY (contact exhibit coordinator) - end booths MAY NOT REMOVE any pipe or drape.

### Hospitality Room

- The Hospitality Room for Exhibitor Halls 1 and 2 is located behind the stage on the first floor of the Exhibitor Halls. There is a Hospitality Room at the SMC (Block) behind the stage. These rooms are reserved for Exhibitors to be used as a break room. Drinks and snacks are available for Exhibitors only.
- Meals for Exhibitors: Exhibitors may pick up meals 30 minutes prior to meal times. You will need your meal tickets.

### Conference Schedule

- Please visit website for current conference schedule.
- Expect light traffic during breakout sessions.
- Expect heavy traffic during meal / exhibitor times.
- You do not have to staff your booth at all times.
- Exhibit hall is CLOSED and lights will be off during ALL Plenary Sessions.
- Exhibit Halls will be open after Plenary Sessions until 10p.

### Selling Items

- Products and services must reflect the overall conference goal.
- Materials and sales must be disclosed and approved in advance by Exhibitor Coordinator.
- The collection and remission of sales tax is addressed in the Exhibitor Agreement.

### Attendee Labels

- Each attendee is given an Avery label sheet of 30 contact labels with their information to easily provide exhibiting organizations with attendee information. You may want to bring more.

### Printing

- There are NO facilities at Southeast for printing.
- If you require any printing, there are several FedEx Kinkos nearby.

### Meals for Exhibitors

- All meals for attendees are provided outside the church sanctuary at given times, but Exhibitors may pick up their meals 30 minutes before meal times.

### Follow Up Strategies

- Be sure to have a plan to follow up with participants. If they are interested in your organization, encourage them to give you one of their labels with their name/email. Be sure to follow up and connect with them. Utilize MedicalMissions.com if that is helpful to you.
- Be sure to have tangible action steps for attendees and a clear call to action following the GMHC.

## **SECTION SIX TEARING DOWN YOUR GMHC BOOTH**

### Time Frame

- Tear down for the Exhibit Hall area should not begin until noon on Saturday and must be complete by 1:30p on Saturday.
- Please do not start tearing down during the final Exhibit Hall time period.

### Cleaning Space

- Please pick up and throw out any noticeable trash in and around your area.
- Please DO NOT LEAVE literature or any other items on your table.

### Survey

- The GMHC values your feedback. Please complete the online survey after the conference.
- Exhibitors may also complete their surveys at the GMHC (survey sheets will be passed out).

### Shipping and Receiving

- Bring your own shipping materials with you.
- Southeast does not provide shipping labels.
- Please bring pre-made shipping labels for any items to be picked up at Southeast.
- Place all packages in the shipping and receiving area.
- UPS - We require completed UPS forms and UPS account number on each package.
- FedEx - you must call for pick up.
- Place all packages on pallet provided in the Fellowship Hall 1 shipping area.
- Shipments will go out the week following the conference.

- NOTE: Southeast is not responsible for the pick up of packages by companies (FedEx or UPS) as these are third party vendors. Southeast will do all possible to facilitate the process but ultimately the shipping coordination responsibility belongs to the exhibitor.

## **SECTION SEVEN AFTER THE GMHC**

### Registration

- Registration for next year will be available online in early Spring / check the website for opening date.
- All registrations must be done online.

### Editing your MedicalMissions.com Profile

- Remember to keep your online profile up to date! Over 350,000 unique individuals visit MedicalMissions.com each year. Don't miss the opportunity for them to find you.

### Posting your Short Term Trips to MedicalMissions.com

- Automate all of your short term trip opportunities to the GMHC and MedicalMissions.com community.
- Learn more at [tour.servicereef.com](http://tour.servicereef.com)