

BELIEVE & GO DIGITAL ACADEMY'S

KBS 2018

EMPOWERMENT

OCTOBER 25-27

EXHIBITOR PROCEDURES & AGREEMENT

Dear Exhibitor/Vendor:

We are excited that you have decided to participate in the **Kingdom Believers Summit 2018** this year!

KBS18 will take place on October 25-27, 2018 at **Stoney Creek Hotel & Conference Center**, 200 W. Albany St., Broken Arrow, OK 74102. This year's theme: **"WE ARE ALL WELL ABLE..."**.

EXHIBITOR ADVANTAGES:

The advantages of being an Exhibitor at **KBS18** is the ability to expose your business to attendees whose purpose is to do business with like-minded Kingdom Believers like you; and, to take advantage of the services, goods, and products that you have to offer. Our attendees travel from across the country to do business with Kingdom Entrepreneurs like you!

EVENT ADMINISTRATION AND DEDICATED "CONCIERGE"

We have partnered with the **Stoney Creek Hotel & Conference Center** to accommodate our guests and attendees with sleeping rooms at a great rate and ground transportations for those who are utilizing this facility. Below, we have provided some pertinent information; however, for additional assistance, please contact your dedicated "Concierge": Genesis Preferred Solutions at (800) 718-2425 ext. 701 or email your questions or information to info@genesispreferred.com.

All exclusive decision-making authority for KBS18 is performed by Marcus Howard Ministries.

EVENT LOCATION, PARKING, HOTEL, GROUND TRANSPORTATION

KBS 2018 will take place at **Stoney Creek Hotel & Conference Center**, 200 W. Albany St., Broken Arrow, OK 74102, Phone: 918-416-8100(Conference Halls C-F).

- **PARKING:** Parking is available on the hotel grounds.
- **HOTEL:** The official host hotel is **Stoney Creek Hotel & Conference Center** which is 20 minutes from (TUL) Tulsa International Airport (or 12.1 miles). Please visit our website for special KBS 2018 rates and special perks.
- **GROUND TRANSPORTATION:** As an official guest of KBS 2018 and **Stoney Creek Hotel & Conference Center**, ground transportation has been provided. Once you become a guest at **Stoney Creek Hotel & Conference Center**, please contact them to notify them of your flight arrival/departure for easy ground transportation to/from the airport and hotel.

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EXHIBITOR APPLICATION

KBS18 will take place on October 25-27, 2018 at **Stoney Creek Hotel & Conference Center**, 200 W. Albany St., Broken Arrow, OK 74102. This year's theme: **"WE ARE ALL WELL ABLE..."**.

You don't want to miss this informative and Kingdom Business connective hub that will surely grow your business.



Name of Company or Organization: _____

Name of Contact Person: _____

Address: _____

Phone (business): _____ Phone (cell): _____

E-mail address: _____

EXHIBITOR OPPORTUNITY AND INSTRUCTIONS

Each Exhibitor will be provided with a **basic** 6ft table to sell or showcase their products, goods and/or services. Each Exhibitor is **REQUIRED** to provide their own table cover. Advanced or additional opportunities are available as follows:

<input type="checkbox"/>	Basic 6ft table only : \$135.00 <i>Items included: 6ft table, 1 chair, and admittance into the Conference</i>
<input type="checkbox"/>	Standard Table Cover: \$50.00
<input type="checkbox"/>	Additional staff: \$35.00 per person. <i>Name of additional Staff: _____</i>
<input type="checkbox"/>	GrabBag items: \$25. <i>Yes, I would like to provide flyers/information about my products/services to be included in the attendee's grab bags. I agree to submit at least 300 copies by September 15, 2018</i>
<input type="checkbox"/>	Email list of all the attendees: \$195.00 <i>Yes, I would like a copy of all the attendees of the Event for marketing purposes. I agree not to sell, copy or distribute this list.</i>
<input type="checkbox"/>	Premier location: \$235.00 <i>I would like premium exposure and understand that the location of my vendor table will be near the front or near the stage or near the entrance of the Exhibit Hall for premium visibility.</i>

- **SET UP:** Each Exhibitor and Vendor will be allowed to set up their vendor table on October 24, 2018 between 3pm – 6pm. No Exhibitor or Vendor will be allowed to set up their vendor table during the Event hours.

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- **Exhibit Hours:** The Exhibit Hall will be open between 9am-9pm during the Event. Due to intensive promotions and advertising, we expect an influx of participants during the lunch hours of 11am-1pm.
- **INTERNET & WiFi:** Each Exhibitor will be provided basic internet or WiFi services. For faster speed internet for uploading, downloading, or payment processing, an additional charge of \$35 may be charged. Please see your "Concierge" for additional information.
- **TEAR DOWN:** Each Exhibitor and Vendor may remove his items from the vendor table on October 27, 2018 after 5pm. No Exhibitor or Vendor is allowed to tear down during the Event or before the specified time. If so, a \$500 fine and penalty will be assessed.

Wednesday, Oct. 24	Thursday, Oct. 25	Friday, Oct. 26	Saturday, Oct. 27
3pm-6pm Vendor Set-up	9am –4pm Exhibitor Hall is open to the public	9am –4pm Exhibitor Hall is open to the public	9am –4pm Exhibitor Hall is open to the public
	11am-4pm Expowerment Speakers (multiple sessions)	11am-4pm Expowerment Speakers (multiple sessions)	11am-4pm Expowerment Speakers (multiple sessions)
	5pm-7pm Exhibitor Hall is open to the public	5pm-7pm Exhibitor Hall is open to the public	Vendor tear-down
	7pm-9pm Empowerment Session with Keynote Speaker	7pm-9pm Night of Worship	

KBS18 reserves the right and discretion to limit, accept or reject any exhibitor and/or their products or services. You are not permitted to sell your products and/or services at the Conference unless you have purchased an exhibitor booth.

Absolutely no selling products or services from guest rooms unless approved in writing from Kingdom Believers Summit 2018. Any violation of this policy will result in the immediate forfeiture of your conference registration with no refunds or access to any programs.

All exhibitor/vendor fees are non-refundable

By signing, I agree to pay the above total amount, according to card issuer agreement. And, I further understand that all exhibitor space purchases are final and non-refundable. In addition, I am aware that any balance owed to Kingdom Believers Summit and/or Marcus Howard Ministries will automatically be charged prior to the event date. Finally, I agree to pay \$45.00 on any NSF or returned check charges.

Signature authorization: _____

Print Name: _____ Date _____

Office Use: Approval Number: _____ Declined Comments: _____