



Exhibitor's Prospectus

The Orthodox Church in America
 16th All-American Council
October 31-November 4, 2011
 Hyatt Regency Hotel, Bellevue, Washington

Exhibit Rules, Regulations and General Information

You are cordially invited to participate and exhibit in the 16th All-American Council to be held in Bellevue, Washington (a suburb of Seattle) at the **Hyatt Regency Hotel, 900 Bellevue Way, Bellevue, WA, 98004, Phone 425-462-1234**. A brochure is included with this prospectus.

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 16th All-American Council is hereinafter referred to as the AAC.

Room reservations at the Hyatt Regency Bellevue are open to AAC Exhibitors at a special conference rate of \$129.00 plus tax. This special group rate is extended by the Hyatt Regency 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 that can be accessed at: https://resweb.passkey.com/Resweb.do?mode=welcom_ei_new&eventID=3097532.

The deadline for hotel reservations is September 15, 2011; 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 Hyatt Regency Bellevue may be contacted directly at 1-425-462-1234.**

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 exhibitors 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 much more room available and can accommodate more exhibitors. The display and vendor locations will be on the main floor in the Evergreen Ballroom. There may be some space available for overflow in the hallways and there will be signs directing people to these separate locations. 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 Evergreen Ballroom. These rooms will be open during the AAC and locked at the end of each day. 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 GES Exposition Services, a local exhibit company that has done work for the OCA in the past. They will be providing the booths and material. There will be a standard 8' x 10' booth for vendors and displayers. Additional material can be ordered directly from GES at your own expense. GES can also provide shipping to and from the AAC. A catalog can be located at www.GES.com.

Tentative Exhibit Schedule

Saturday, Oct 29	GES Set-up	TBA
Sunday, Oct 30	Displayers/Vendors Set-up	Noon to 10:00 PM
Monday, Oct 31	Displayers/Vendors Set-up Registration/Exhibits Open	6:00 AM to 12:00 PM 2:00 PM to 10:00 PM
Tuesday, Nov 1	Exhibits Open (subject to Services & Plenary Sessions)	8:00 AM to 9:00 PM
Wednesday, Nov 2	Exhibits Open (subject to Services & Plenary Sessions)	8:00 AM to 9:00 PM
Thursday, Nov 3	Exhibits Open (subject to Services & Plenary Sessions) Breakdown	8:00 AM to 9:00 PM 4:00 PM to 9:00 PM
Friday, Nov 4	Exhibits cleared	Noon

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 8' x 10' rental fee for a vendor is \$500.00 each with the possibility of additional space, if available, at the same fee. The standard 8' 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 GES (www.GES.com).

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 September 15, 2011 and paid in full by October 15, 2011. 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 September 1, 2011. 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 www.GES.com. Goods shipped through the exhibitor company (GES) will be delivered to the exhibit booths for Sunday setup unless other arrangements are made. A packet containing information on discounted airline fares, ground transportation, parking, car rentals and hotel reservations will be sent upon receipt of Application and Deposit.

Installation and Dismantling of Exhibits

Setup will take place from Noon to 10:00 PM on Sunday, October 30 and again from 6:00 AM to 10:00 PM on Monday, October 31. Breakdown will take place on Thursday afternoon, November 3. The exhibit area is to be completely vacated by Noon on Friday, November 4. 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 September 1, 2011. 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 October 29 to November 4, 2011 at the Hyatt Regency Bellevue.

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.