



45th Biennial

CLERGY-LAITY CONGRESS

CLEVELAND
OHIO

*Hilton Cleveland
Downtown*

June 28–July 3, 2020

EXHIBIT RULES & REGULATIONS

READ CAREFULLY This constitutes your Contractual Agreement with the Clergy-Laity Congress Exhibit Committee hereinafter referred to as the Greek Orthodox Archdiocese of America, Clergy-Laity Congress Exhibit Committee or CLEC.

PURPOSE

The purpose of the Exhibits is to give an opportunity to companies and individuals to provide informative and useful products and/or services to the Parishes of the Greek Orthodox Archdiocese. CLEC, in keeping with the stated purpose of the Congress Exhibit, encourages exhibitors to be educational, communicative, and informative in their exhibit displays.

SPACE RENTAL & HOURS OF EXHIBIT

The rental fee for a booth at the 45th Biennial Clergy-Laity Congress ranges from \$2000 - \$4500 according to size of booth. The Exhibit Hall will be open during the hours designated by the Greek Orthodox Archdiocese.

BOOTH EQUIPMENT & SERVICES

Clergy-Laity will furnish uniform booth equipment to each exhibitor consisting of a 10'x10' booth with an 8' high backwall and 3' high side drape, one (1) 7" x 44" Identification sign, one (1) 6' draped table and two side chairs and a wastebasket. Fern Exposition & Events, our official decorating company, will forward a complete exhibitors kit to each exhibitor six weeks prior to the opening.

All shipments must be sent prepaid to Fern Exposition & Events, who will receive all shipments and deliver them to your booth prior to set-up. Cost of this service and detailed information will be emailed to each exhibitor by Fern Exposition & Events. You will be given a username and password that you need to access online in order to ship any items.

PAYMENT

Applications for space must be accompanied by full booth(s) rental fees upon submission of contracts. Full refund of rental space will be made for space cancellations received prior to May 15th, 2020. There will be no refund of space deposits after this date and Exhibitor will be responsible for any other fees due.

ASSIGNMENT OF SPACE

Assignment of space is on a first come first serve basis. Exhibitor's request for space will be respected only after application has been accepted by the Exhibit Committee and rental fee has been collected. Should space remain unoccupied at the opening of the exhibition, the CLEC may rent or use it without obligation or refund.

GENERAL INFORMATION

Acceptance of an application for exhibit space does not imply endorsement by the Archdiocese of the applicant's product or service, nor does rejection imply lack of merit of product or service. The application for space, when accepted, constitutes a contract for the right to use the space assigned.

INSTALLATION & DISMANTLING OF EXHIBITS

Exhibitors shall move in on Saturday, June 27th (1:00 pm - 10:00 pm) and Sunday, June 28th (9:00 am - 12:00 pm). The Official opening is scheduled for 3:30 p.m. on Sunday, June 28th, 2020. DISMANTLING must begin at 5:00 p.m. on Thursday, July 2nd. All Exhibits must be dismantled and materials removed from the exhibit area by 11:00 p.m. In order to conform to union contract rules and regulations please note the following: Fern Exposition & Events shall be the sole authority on all matters in the DOCK area.

Exhibitors are permitted to hand-carry items into the Exhibit Hall provided they do not use dollies, baggage carts or flat trucks or mechanized equipment. Fern Exposition & Events will control access to the floor from the loading docks and all doorways into the facility.

Exhibitors may set their own displays without the assistance from the local union.

EXHIBITORS INFORMATION

Complete exhibitor information will be furnished to each Exhibitor covering in detail, shipment of exhibit materials, electrical requirements and other subjects. This information will include prices for rental of furniture, special construction, etc.

Each Exhibitor will be fully responsible for all Internet Connections and Audio-Visual Equipment used in their booth.

EXHIBITOR REPRESENTATIVES RESPONSIBILITY

Each Exhibitor must designate one person to be his representative in connection with installation, operation, and removal of exhibit. The representative shall be authorized to enter into the service contracts necessary.

ALL EXHIBITS ARE TO BE PROPERLY MANNED DURING ALL SHOW HOURS, EARLY TEARDOWN IS NOT ALLOWED.

USE OF EXHIBIT SPACE

No Exhibitor shall reassign, sublet or share the whole or any part of the space assigned to him. Exhibits may not project beyond the space allotted nor interfere with traffic to exhibits of others. The Exhibit Committee reserves the right to restrict exhibits which may detract from the general characteristic of the exhibits. This reservation includes persons, things, printed matter or anything of character that might be objectionable to the exhibit as a whole.

CARE OF PREMISES

Neither exhibit, signs, nor other materials may be posted, nailed, or otherwise affixed to walls, doors, or other surfaces in a way that might mar or deface hall premises or other furnishings. Damages from failure to observe this notice is payable by the Exhibitor.

"HOLD HARMLESS" CLAUSE

The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the Huntington Convention Center of Cleveland from whatever cause, and the exhibitor shall indemnify and hold harmless the Huntington Convention Center of Cleveland and the Greek Orthodox Archdiocese of America and their respective agents, employees, volunteers and invitees from any and all such losses, damages, and claims.

INSURANCE

The Exhibitor understands that neither the Greek Orthodox Archdiocese of America nor the Huntington Convention Center of Cleveland shall maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

AMENDMENTS

The CLEC shall have full power in the interpretation and enforcement of all Rules and Regulations contained herein, and the power to make such amendments thereto and such further Rules and Regulations as it shall consider necessary for the proper conduct of the exhibition. Exhibitors may appeal decisions of the CLEC regarding the above Rules and Regulations to the Archdiocese.



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EXHIBIT CONTRACT

You are hereby authorized to reserve for us, subject to the Rules & Regulations of the 45th Biennial Clergy-Laity Congress Exhibit Committee, the following:

- A-SUPERIOR** \$4,500 **B-PRIME** \$3,500 **C-STANDARD** \$2,000

Booth # Requested: _____ (First Choice) _____ (Second Choice)

Description of Products, and/or Equipment, and/or Services to be exhibited (50 words or less): _____ PLEASE NOTE: THIS INFO WILL POST ON THE APP EXACTLY AS RECEIVED.

TERMS *All Fees (Us Currency) Must Accompany This Contract.*

Firm Name: _____

Firm Address: _____

City/State/Zip: _____

Phone: (____) _____ Fax: (____) _____ E-Mail: _____

Name Of Authorized Representative: _____

Title: _____

I have read, fully understand and agree to abide by the Congress Exhibit Rules and Regulations. I recognize that this is an application and is not binding upon The Congress Committee until accepted. Applications will be accepted from merchants and our National Ministries only. The Archdiocese reserves the right in its sole discretion to refuse applications for exhibit space.

 AUTHORIZED SIGNATURE

METHOD OF PAYMENT *(Full payment must be received with this form). **

CHECK

Our check in the amount of \$ _____ is enclosed.
 Please make checks payable to: *Greek Orthodox Archdiocese - 45th Clergy-Laity Congress.*

CREDIT CARD

Number: _____ Exp. Date: _____



Name on Card: _____

Signature: _____

DO NOT WRITE IN THIS SPACE

Accepted: _____ Date: _____

**Please Mail The Completed Contract
 Along With Your Registration Fee to:**

**Greek Orthodox Archdiocese Of America
 Attn.: Clergy-Laity Congress
 8 East 79th Street, New York, New York 10075**