

2025 ABA Exhibitor Information

You are invited to exhibit at the 99th Annual Messenger Assembly of the American Baptist Association meeting June 16-18, 2025 in the **Springfield Expo Center** in **Springfield, Missouri**.

Each of the 135 (8' x 10') booths contains:

- One (1) 8' high back and 3' high matching side flame retardant drapes
- One (1) 6' skirted table
- One (1) identification sign with the company name and booth number
- Two (2) chairs
- One (1) Wastebasket
- One (1) Power Strip

Please refer to the layout to select your booth(s). The shaded booths are already reserved. As always, booths will be assigned in the order contracts are received. No booths will be confirmed until both the contract and payment are received. Please list four choices, as we may not always be able to accommodate your first or second choice. **MAKE CHECKS PAYABLE TO ABA EXHIBIT COMMITTEE FUND.** Credit cards cannot be accepted for booth reservations. If you have any questions, feel free to contact me by mail, phone, text, or email

Neal Sutton*307 Beaver Lake Drive*Texarkana, TX 75501.

Phone - 903-244-2647

E-mail - ABA@nealsutton.com

In Christ,
Neal Sutton

BOOTH INFORMATION:

Booths rented by ABA Churches for their missions and other church-related activities will cost \$125.00 each. Adjoining booths can be purchased, but booth space cannot be shared. For non-ABA Churches, the charge is \$250.00 per booth, and that space also cannot be shared. This year, the University Plaza Hotel will serve as our decorator. For the first time in many years, basic electricity will be supplied to each booth. Wi-Fi will be accessible in the exhibit hall. If you have any other needs, please let me know, and I'll obtain a quote for you.

PLEASE SEND THE PAYMENT FOR BOOTH RENTAL ALONG WITH THE SIGNED CONTRACT AS SOON AS POSSIBLE TO SECURE YOUR BOOTH. IF YOU WISH, YOU MAY SEND A DEPOSIT OF HALF THE BOOTH RENTAL WITH THE CONTRACT, BUT THE BALANCE MUST BE RECEIVED BY **MAY 23, 2025**.

NOTE: If you change your e-mail after the contract has been submitted, please send the new e-mail address to Neal Sutton - ABA@nealsutton.com

COMPANIES WITH PRODUCTS OF INTEREST TO THE CHURCHES OF THE ASSOCIATION ARE INVITED TO EXHIBIT.

EXHIBIT HALL SCHEDULE: *Exhibitors may set up booths on Monday, June 16 from Noon - 4:00 PM. Exhibit Hall will officially open on Tuesday, June 17*

MONDAY, JUNE 16	TUESDAY, JUNE 17	WEDNESDAY, JUNE 18
EXHIBITORS MOVE IN	4:15 - 6:30 PM 9:15 - 10:30 PM	11:30 AM - 1:00 PM 3:00 - 5:30 PM 9:15 - 10:30 PM Move out 10:30 - 11:30 PM
Exhibitors move in NOON - 4:00 PM		

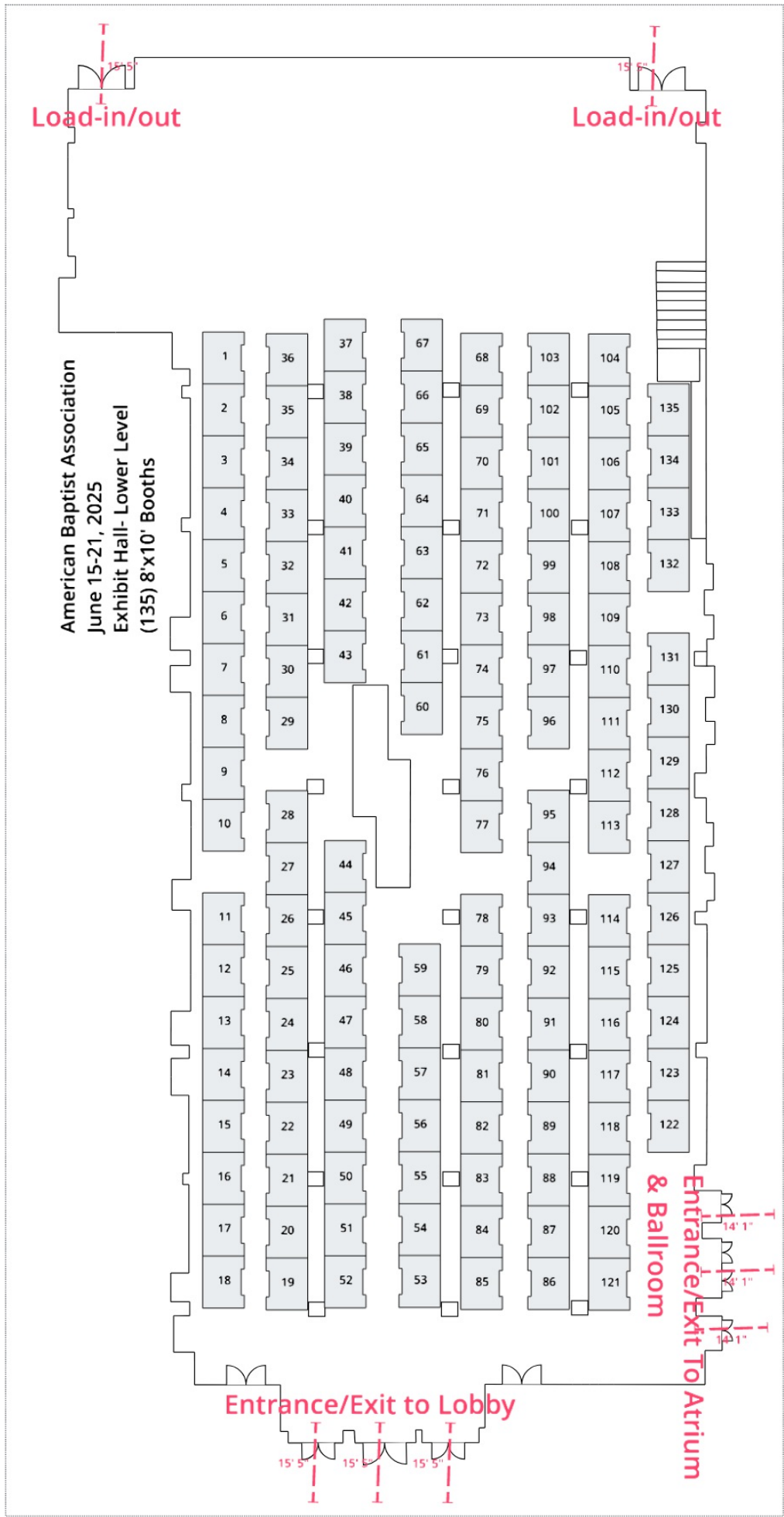
Exhibitors are requested to exit booths during General Sessions.

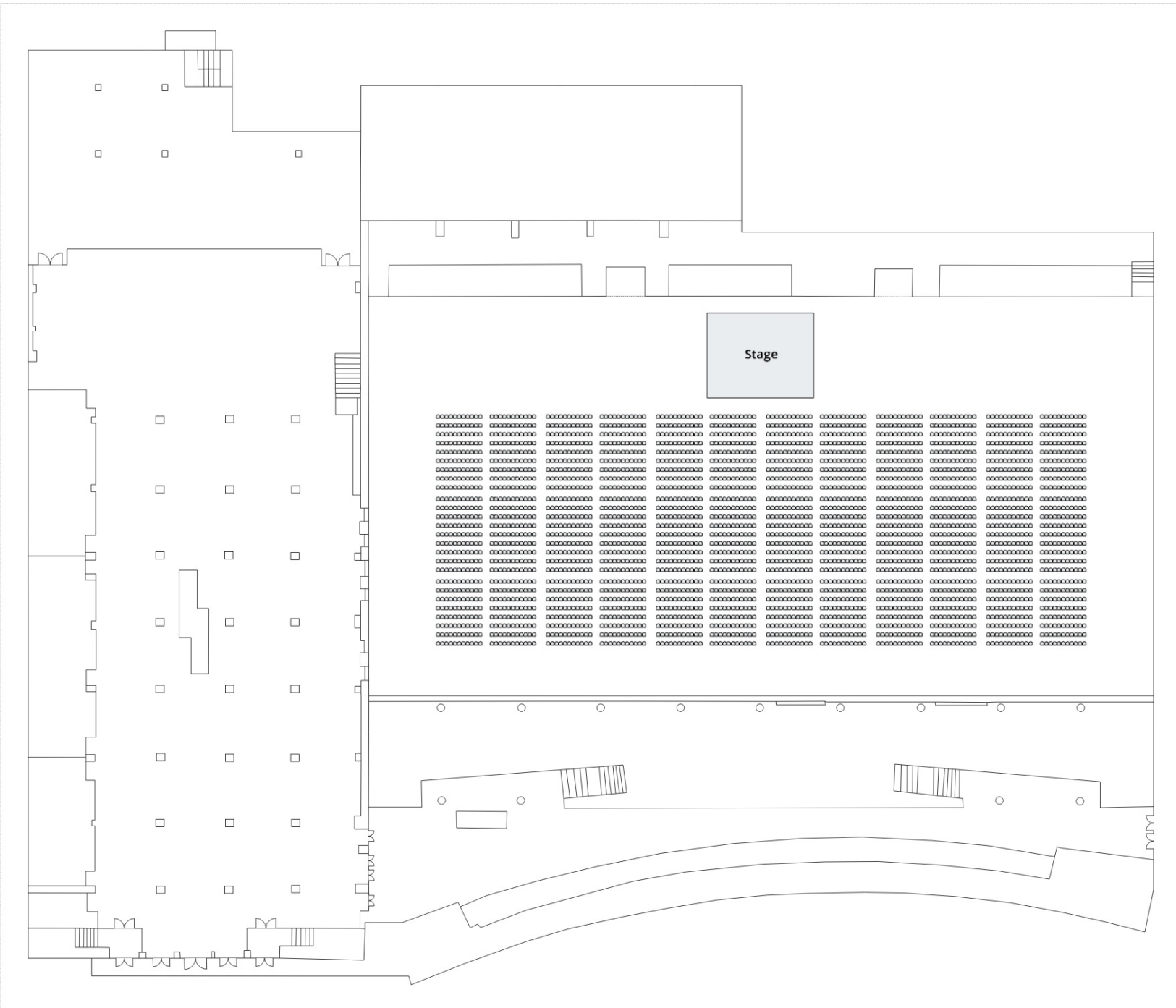
THE OFFICIAL OPENING OF THE EXHIBIT AREA WILL BE AT 4:15 PM ON TUESDAY, JUNE 17, 2025.

Rules For Exhibitors

It is agreed that each exhibitor subscribes to the following stipulations and that his/her representative(s) will comply.

1. The management cannot guarantee exhibitors against loss or damage of any kind but will endeavor to protect exhibits.
2. No part of any exhibit or any signs relating thereto shall be pasted, nailed, or otherwise attached to the walls, doors, etc. in any way that would deface them. Damage caused by failure to observe these rules shall be paid by the exhibitor.
3. Exhibits shall be installed so that they will not project beyond the space allotted. They shall not obstruct the view of, or interfere with, the exhibits of others. Interviews, demonstrations, distributions of literature, etc., must be made inside the booth.
4. All structural work such as extra shelving, standards, display racks, signs, spotlight, etc., must be approved. Motion picture projectors and all other equipment must conform to the fire regulations of the host city. Motion picture presentations must be arranged so that aisles are not blocked. Sound must be kept low or headphones provided so as not to disturb other exhibitors.
5. Fire laws must be strictly observed. Wiring must comply with the fire department and underwriter's rules.
6. The subletting of space rented is prohibited. Two or more firms may not exhibit in a space unless specially written arrangements are made in advance. Advertising material or signs of firms other than those that have engaged space are prohibited.
7. No refund will be made if space engaged is not used, nor will a refund be made for space used part of the time. Unethical conduct or infraction of rules on the part of the exhibitor or his/her representative(s) or both will be subject to the exhibitor's dismissal from the exhibition area, in which in that event it is agreed that the Exhibits Committee shall make no refund and, further, that no demand for redress will be made by the exhibitor or his/her representative(s).
9. Space is leased with the understanding that the Exhibits Committee will act for the exhibitor and his representatives only in the capacity of agent, and not as principal, and that the Exhibits Committee assumes no liability whatever for damages for any act of omission or commission in connection with said agency, and that the exhibitor and his representatives hereby release the Exhibits Committee from any and all liabilities for loss ensuing from any cause whatsoever.
10. If items are being sold, it is the responsibility of the exhibitor to obtain any needed permits and are solely responsible for any tax liability.





20 Feet

2025 ABA BOOTH REQUEST CONTRACT

SPRINGFIELD, MISSOURI

Date _____

Please reserve the booth(s) indicated below for use during the 2025 ABA Messenger Meeting. I understand that the assignment of booths will be made in the order in which the signed contract and payment are received and that the Exhibits Committee reserves the right to reassign booth space in the best interest of both the Association and the exhibitors.

Booth(s) requested: 1 booth _____ 2 booths _____

Choices: 1st _____ 2nd _____ 3rd _____ 4th _____

(If you are requesting more than 1 booth, put both booth numbers on the choice line)

For each booth selected, I (We) agree to pay the asking price, which is payable in advance with the contract, or half with the contract and the balance due no later than May 23, 2025.

Booths rented by ABA churches for their missions and other church-related activities are \$125.00 per booth. No booths will be confirmed until the contract and check are received. Adjoining booths may be purchased in the desired number, but booth space may not be shared. A charge for non-ABA churches is \$250.00 per booth and may not be shared. All checks should be made payable to the ABA Exhibit Committee Funds.

My (Our) sign should read _____
(Please show the exact lettering for your sign)

I (We) understand the Rules for Exhibitors, enclosed herewith as part of this agreement; are acceptable to me (us) and will be complied with.

Exhibiting Organization _____

Your Title _____

Name _____

Address _____

City _____ **State** _____ **Zip** _____

Phone Number _____

E-mail Address _____

Signature _____

Send contract and payment to:
NEAL SUTTON
307 BEAVER LAKE DRIVE • TEXARKANA, TX 75501
Phone: 903.244.2647
aba@nealsutton.com