

# 2024 ABA BOOTH REQUEST CONTRACT

## SPRINGFIELD, ILLINOIS

Date \_\_\_\_\_

Please reserve the booth(s) indicated below for use during the 2024 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) request:** 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 24, 2024.

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 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** \_\_\_\_\_

**Title** \_\_\_\_\_

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**Signature** \_\_\_\_\_

*Send contract and payment to:*

**NEAL SUTTON**

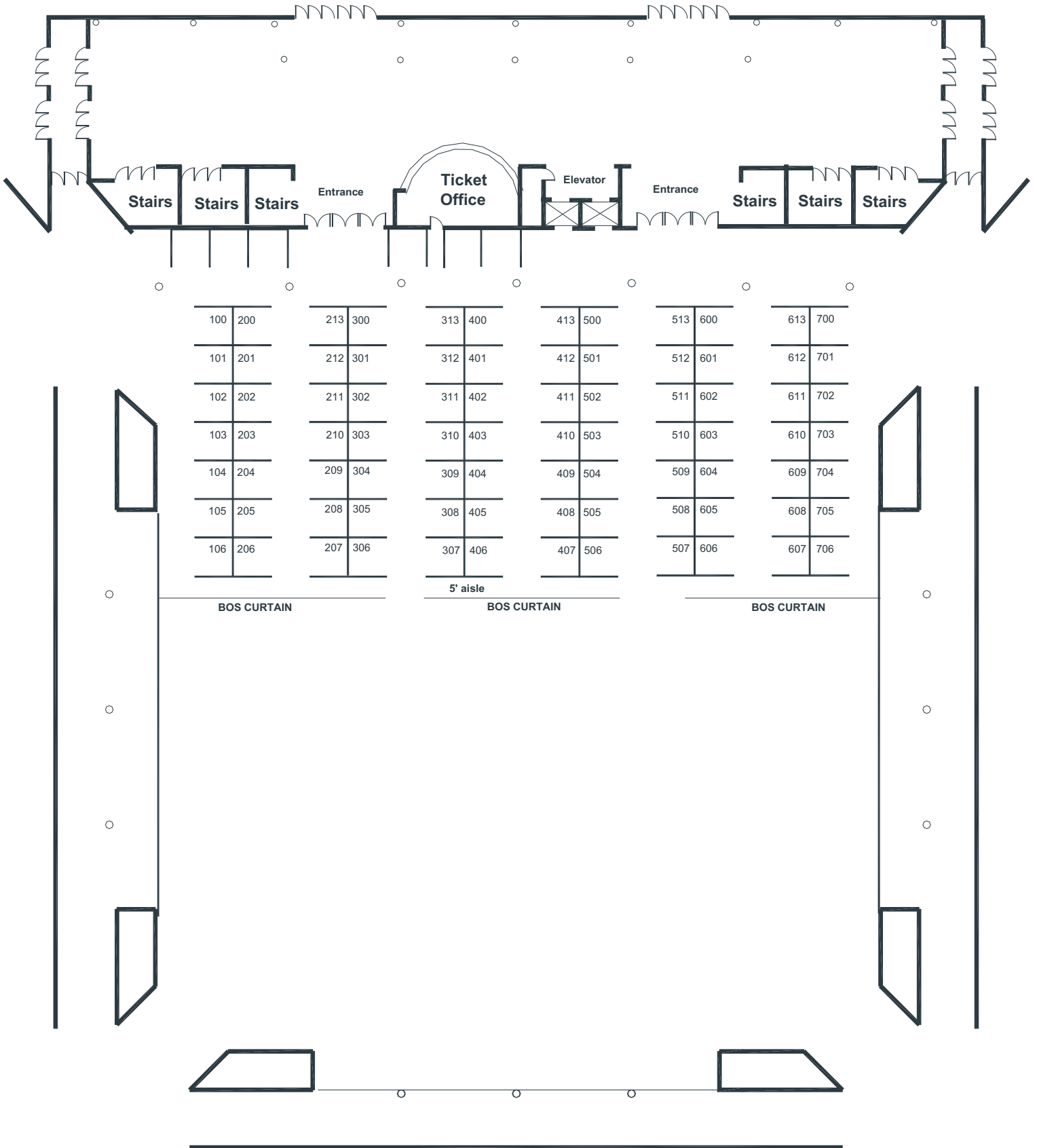
**7110 N RICHLAND DRIVE • TEXARKANA, TX 75503**

**Phone: 903.244.2647**

**aba@nealsutton.com**

# American Baptist Association 2024

## 84 - 10' x 10' Booths



# ATTENTION ABA EXHIBITORS

You are invited to exhibit at the 98<sup>th</sup> Annual Messenger Assembly of the American Baptist Association meeting June 17-19, 2024 in the **Bank of Springfield Center** in **Springfield, Illinois**.

Each of the 84 (10' x 10') booths contains:

- One (1) 8' high back and 3' high matching side flame retardant drapes
- One (1) 8' skirted table
- One (1) 7" x 44" identification sign with company name and booth number
- Two (2) folding chairs
- One (1) Wastebasket

Please see the layout to select your booth(s). The booths shaded are already reserved. As always, booths will be assigned in the order contracts are received. No booths will be confirmed until the contract and payment is received. Please list 4 choices because we are not always able to honor your first or second choice. **MAKE CHECKS PAYABLE TO ABA EXHIBIT COMMITTEE FUND. Credit cards cannot be accepted to reserve your booth.** If you have any questions, you may reach me by mail, phone, text, or e-mail.

Neal Sutton\*7110 North Richland Drive\*Texarkana, TX 75503.

Phone - 903-244-2647

E-mail - [ABA@nealsutton.com](mailto:ABA@nealsutton.com)

In Christ,  
Neal Sutton

## BOOTH INFORMATION:

Booths rented by ABA Churches for their Missions and other church-related activities will be \$125.00 per booth. Adjoining booths may be purchased, but booth space may not be shared. A charge for Non-ABA Churches is \$250.00 per booth and may not be shared. Excel Decorators will be our decorator this year. The Bank of Springfield Center has free Wi-Fi throughout the facility. If electricity, wired internet, or other equipment is needed for your booth, please fill out the attached Electric, Internet, and Forklift Order Form and return it following the instructions on the form or to [info@theboscenter.com](mailto:info@theboscenter.com).

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 **JUNE 1, 2023**.

**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](mailto: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 17 from Noon - 4:00 PM. Exhibit Hall will officially open on Tuesday, June 18*

MONDAY, JUNE 17	TUESDAY, JUNE 18	WEDNESDAY, JUNE 19
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 18, 2024.**

## **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.

## **Electrical & Internet**

The Bank of Springfield Center has free Wi-Fi throughout the facility. If electricity, wired internet, or other equipment is needed for your booth, please fill out the attached Electric, Internet, and Forklift Order Form and return it following the instructions on the form or to [info@theboscenter.com](mailto:info@theboscenter.com).



1 CONVENTION CENTER PLAZA, SPRINGFIELD, IL 62701  
 (p) 217-788-8800 (f) 217-788-0811 info@theboscenter.com

## Electric, Internet, and Forklift Order Form

Name of Event		
Date of event	Booth Number	
Company Name	Phone Number	
Address		
City	State	Zip Code
Authorized By	Email	

<b>Electric</b>	Advance Fee **	Floor Order Fee ***	QTY.	Total
110 Volt 30 Amps. (standard)	\$85.00	\$100.00		
240 Volt 50 Amps. (appliances)	\$100.00	\$125.00		
208V 3 Phase (large machinery)	\$125.00	\$150.00		
*Larger requests, please call for quote. Additional charges may apply if male/female ends are different than in-house hook-ups				

<b>Internet Service</b>	Advance Fee **	# of CAT6 Cables	# of Days	Total
Wired Internet	\$100.00/day/CAT6			

\*By ordering wired internet, all users agree to be bound by CMS's Acceptable Use Policy, found below.  
 Free Wi-Fi is available for everyone. Please email jodi@theboscenter.com with any internet questions.

<b>Forklift Service</b>	Advance Fee **	Floor Order Fee ***	QTY.	Total
Per Hour	\$50.00	\$75.00		

\*\* 5 days prior to Move-In Day  
 \*\*\* Within 4 Days before Event

Total

- If you require water connection or compressed air please call in advance to arrange.

### Payment:

**Cash      Check      American Express      MasterCard      Visa      Discover**

NAME ON CARD: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ CVV CODE: \_\_\_\_\_  
 \* Located on back of card

\_\_\_\_\_  
 Cardholder Signature

Payment, in full, for electrical service must be received a minimum of 5 days prior to opening date of event (including move-in) to qualify for discounted rates ("Advance Fee"). Payment may be made by check, Credit Card or cash. Orders without payment, or placed at the show, will be charged the standard rates ("Floor Order Fee"). Charges must be paid in advance of all services.

## **Central Management Services Acceptable Use Policy For Wired Internet at BOS Center**

This Acceptable Use Policy (hereafter referred to as 'AUP') specifies certain actions prohibited by Central Management Services (hereafter referred to as 'CMS' or 'Network') for users of the Illinois Century Network (ICN) which provides wired internet service at the Bank of Springfield Center. CMS reserves the right to modify this Policy at any time to stay in compliance with all known laws, regulations, policies, and security requirements that may be established by appropriate legislative or regulatory authorities or enacted by CMS management. By using ICN, any customer, user that has gained access to ICN through a customer account, employee or third party (hereafter referred to as "Customer") unconditionally accepts the terms of this policy.

**Authorized Use.** ICN systems and services are for the use of authorized users only and are subject to routine network monitoring by CMS staff to audit network security and performance. CMS reserves the right to deny IP addresses or revoke IP addresses and/or deny service to any Customer violating the AUP.

**Illegal Use.** The ICN may be used only for lawful purposes. Transmission, distribution or storage of any material in violation of any applicable law or regulation coming to or from any network or system is prohibited. Illegal use includes, but is not limited to, material protected by copyright, trademark, trade secret or other intellectual property rights which is being used without proper authorization; government and military data protected by law and applicable national security policies and concerns; ICN data protected by public policy; and material that, in CMS's sole discretion, is obscene, defamatory, constitutes an illegal threat, or violates export control laws or any other laws or applicable regulations, or any use which compromises the integrity of the ICN or any other network connected to the ICN.

**System and Network Security.** Violations of system or network security are prohibited, and may result in criminal and/or civil liability. Use of the ICN constitutes consent to CMS' routine network monitoring. Should any violations of the law or this AUP be discovered during monitoring, CMS will involve and cooperate with local, Illinois, and Federal law enforcement authorities for resolution. Examples of unlawful acts, system, or network security violations include, but are not limited to, the following:

1. Unauthorized access to or use of data, systems or networks, including any attempt to probe, damage, scan or test the vulnerability of a system or network or to breach security or authentication measures without express authorization of the owner of the system or network. CMS may scan or test the vulnerability of ICN systems or networks that it is responsible for or manage.
2. Unauthorized monitoring of data or traffic on any network or system without express authorization of the owner of the system or network.
3. Interference with service to any user, host or network including, without limitation, email "bombing", email "spamming", flooding, deliberate attempts to overload a system, and broadcast or "smurf" attacks is prohibited.
4. Unauthorized access to any data, system, or network from a system or network for any purpose which is not lawful or which is intended to do harm.
5. Forging any part of TCP-IP packet header or header information in an email or a newsgroup posting. Electronic forging of any kind to include, but not limited to, IP addresses, domains and business names.

### **CMS Definitions.**

Email "bombing" is characterized by abusers repeatedly sending an identical email message to a particular address.

Email "spamming" is a variant of bombing; it refers to sending email to hundreds or thousands of users (or to lists that expand to that many users). It may also occur innocently, as a result of sending a message to mailing lists and not realizing that the list explodes to thousands of users, or as a result of an incorrectly set-up responder message.

Flooding, or SYN floods, occurs when a target machine is flooded with TCP connection requests. The target host becomes extremely slow, crashes or hangs.

Broadcast or "smurf" attacks cause network links to become overloaded. The "smurf" attack sends a stimulus stream of ICMP echo requests ("pings") to the broadcast address of a subnet.