

#ELS2020

ONE

ONE MOVEMENT ONE MISSION



EXHIBITOR









INFORMATION PACK

ELIMLEADERS.ORG.UK



Elim Leaders Summit 2020 (12th – 14th May) presents an excellent opportunity for exhibitors to connect with an anticipated audience of over 1500 key leaders in Elim. Our central hub, where Elim Leaders Summit 2020 delegates meet with one another in a vibrant, engaging and welcoming atmosphere, houses the exhibition area ensuring the maximum potential for high levels of footfall.

Why exhibit with us?

-  Reach and engage with a new audience
-  Gain exposure for your work and products
-  Network with other exhibitors
-  Launch new products, services or ventures
-  Recruit for mission, courses or activities
-  Raise awareness of issues
-  Connect with potential prayer partners
-  Strengthen existing customer and supporter relationships



What opportunities are there?

Exhibition Area

Various size stands can be booked in the central hub area. We will be in a larger venue again in 2020, to accommodate more bookings! You will be allocated a display space and sent a floor plan two weeks before the event. A 13 amp electrical supply and a hard wired internet connection can be supplied at an additional cost. These must be booked prior to the event. (If you require anything other than a 13 amp power supply please contact Chris Greenway on 01684 588914 to discuss your requirements).

Premium Package

After the success of offering this for the first time last year we are offering organisations an opportunity to add on a premium upgrade to their exhibition space! There are only 10 premium spaces available, which will be filled on a first-come, first-served basis. As part of the premium upgrade, you will be allocated an earlier set-up time slot on Monday 11th May. You will also be given a one-hour slot to conduct an exhibitor's seminar in a sectioned-off seminar space in the exhibition hall. The seminar will be promoted in the ELS2020 programme and open to all delegates. This is a great opportunity to showcase in more detail what your organisation is all about!

Advertising in Elim Leaders Summit 2020 Programme

An A5 professionally designed and printed programme will be given to delegates on arrival. The programme will also be available online and as a download, and adverts will be included in all versions. There are a limited number of opportunities for organisations to advertise in the programme. Adverts should be provided as PDFs by **Friday 28th February 2020**.

Screen Adverts

Screens with rolling announcements about each day's events will be set up in our Welcome and Registration area of Harrogate Convention Centre. Your advert will be included amongst the event announcements - a great opportunity to encourage attendees over to your exhibition space, or to highlight what your organisation is about. Adverts should be provided as PDFs by **Friday 28th February 2020**.

Additional information

Set Up & Removal of Exhibits

Doors will be open to Premium Package exhibitors for set up from 2.00pm and to all exhibitors for set up from 3.00 – 6.00pm on Monday 11th May, and again at 7.00am on Tuesday 12th May. All stands must be in place by 9.00am on Tuesday 12th May 2020. Exhibits can be dismantled from 4.00pm on Thursday 14th May 2020 with all equipment and materials removed from the premises by 6.00pm on Thursday 14th May 2020.

Opening Times

The exhibition area will open to delegates at 9.00am on Tuesday 12th May. The main anticipated flow of traffic will be before and after sessions and during break times. An outline of the programme has been provided below although this may be subject to some minor changes.

Equipment and storage

You may wish to bring a table and chairs as these are not provided as standard with exhibitor plots. Should you want to negotiate with the Harrogate Convention Centre to supply this equipment for you, please contact Deborah Rolph either by telephone 01423 537454 or e-mail at deborah.rolph@harrogateconventioncentre.co.uk. You will incur additional cost for this. You will also need to bring your own display stands, draping, tablecloths etc.

Please allow space within your stand for storage. Elim Leaders Summit 2020 cannot supply extra space for storage.

Wi-Fi

Wi-Fi will be available to all delegates and exhibitors although connection cannot always be guaranteed. The Wi-Fi connectivity in the exhibition area is generally sufficient for checking e-mails. However, if the internet is integral to a stand, for example required to showcase products or for online ordering, Harrogate Convention Centre recommend a hard wired connection to guarantee connectivity. The cost for this is £285+VAT.

Marketing

We encourage you to distribute flyers and promotional material only from your stand. Any flyers found on tables will be considered as rubbish and will be disposed of. If you wish to hand out material in any other place please seek permission from the Elim Leaders Summit 2020 exhibition team to do so.

Behaviour

We expect all exhibitors to behave within the spirit of the event. Your team should be kind and considerate when dealing with delegates. You must respect the right of individuals to hold differing views and opinions. Exhibitors should not harass others whilst attending or after this event.

Refreshments

Please note that exhibitors do not have meals or drinks provided and will need to make their own arrangements for this. Food and drinks will be available from the venue's own outlets. No food or drink is to be served in the exhibition area either free of charge or at a cost.

Accommodation

Accommodation is not provided with the Exhibition Package. For more information regarding accommodation in the area please see www.elimleaders.org.uk



Daily Programme (Provisional and subject to amendments)

Monday

2.00 – 3.00pm	Venue opens for Premium Package exhibitor's arrival and set up
3.00 – 6.00pm	Venue opens for exhibitor arrival and set up

Tuesday

7.00am	Venue opens for exhibitor arrival and set up
9.00 – 11.00am	Registration (Exhibition area opens at 9.00am)
11.00am – 12.30pm	Main Session 1
12.30 - 2.00pm	Lunch
12.45 – 1.45pm	Exhibitors Seminar (Premium Package)
12.45 – 1.45pm	Elective Seminars
2.15 – 3.15pm	Exhibitors Seminar (Premium Package)
2.15 – 3.15pm	Main Session 2/Young Leaders Track/Children's Workers Track
3.00 – 3.30pm	Break
3.45 – 4.45pm	Exhibitors Seminar (Premium Package)
3.30 – 5.30pm	Conference Business
3.45 – 4.45pm	Young Leaders Track/Children's Workers Track/Elective Seminar
3.45 – 5.15pm	Leaders Spouse Meet & Greet
5.15 – 6.15pm	Exhibitors Seminar (Premium Package)
5.30 – 7.30pm	Dinner
7.30 – 9.30pm	Main Session
9.30pm	Social time/Reach Meet & Greet
11.00pm	Venue closes

Wednesday

8.00 – 8.45am	Early Morning Prayer
8.30am	Exhibition area opens
9.15 – 10.45am	Main Session 3
10.45 – 11.30am	Break
11.30am – 12.30pm	Main Session 4/Speaker Q&A
12.30 – 2.00pm	Lunch
12.45 – 1.45pm	Exhibitors Seminar (Premium Package)
12.45 – 1.45pm	Elective Seminars
2.15 – 3.15pm	Exhibitors Seminar (Premium Package)
2.00 – 4.30pm	Conference Business
2.00 – 3.00pm	Young Leaders Track/Children's Workers Track/Elective Seminar
3.45 – 4.45pm	Exhibitors Seminar (Premium Package)
3.30 – 4.30pm	Young Leaders Track/Children's Workers Track/Elective Seminar
4.30 – 5.30pm	Main Session 5
5.15 – 6.15pm	Exhibitors Seminar (Premium Package)
5.30 – 7.30pm	Dinner
7.30 - 9.30pm	Main Session
9.30 – 11.00pm	Social
11.00pm	Venue closes

Thursday

8.00 – 8.45	Early Morning Prayer
8.30am	Exhibition area opens
9.15 – 10.45am	Main Session 6
10.45 – 11.30am	Break
11.30am – 12.30pm	Main Session 7
12.30 – 2.00pm	Lunch
12.45 – 1.45pm	Exhibitors Seminar (Premium Package)
12.45 – 1.45pm	Elective Seminar
2.15 – 3.15pm	Exhibitors Seminar (Premium Package)
2.30 – 3.30pm	Young Leaders Track/Children's Workers Track/Elective Seminar
2.00 – 5.00pm	Conference Business
4.00pm	Hall closes and exhibition pack down commences
5.00pm	Conference concludes



Harrogate Convention Centre
Kings Road
Harrogate
HG1 5LA

Tel: 01423 500500

PLEASE COMPLETE AND RETURN THIS ORDER FORM TO HARROGATE CONVENTION CENTRE NO LATER THAN FRIDAY 1 st MAY 2020			
EXHIBITION			
COMPANY NAME & ADDRESS			
		POSTCODE	
TELEPHONE NUMBER		FAX NUMBER	
CONTACT NAME		SIGNATURE	
STAND NUMBER		DATE	

DESCRIPTION	QTY	Standard Price	AMOUNT
Trestle Table (6' x 2'6") with Blue Cloth		£17.00	
30" x 30" Table (No Cloth)		£10.00	
Maroon Conference Chair		£10.00	
Sub Total			
VAT @ 20%			
TOTAL			

ALL ITEMS ARE ON HIRE UNLESS STATED OTHERWISE

Orders to be e mailed to: Deborah.rolph@harrogateconventioncentre.co.uk

Payment can be made either by Credit or Debit Card – we will contact you for details.

FULL PAYMENT MUST BE RECEIVED PRIOR TO TENANCY - Minimum invoice value £50.00 + VAT

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

Exhibition Area Application Form

Please complete & return by Friday **28th February 2020** with a **£100 deposit (cheque or BACS – see next page for information*)** to: **Chris Greenway, Elim International Centre, De Walden Road, West Malvern WR14 4DF** or by email to:
chris.greenway@elimhq.net

Name of Organisation:	
Contact Name:	
Address:	
Tel:	
Email:	
Web Address:	
Charity No (if applicable):	

I would like to book (Please indicate the quantity of each item required in the boxes provided.) NB: ** denotes VAT is zero-rated for charities.

Description	Qty	Price per	Total Cost
Full page advert 148.5mm (w) x 210mm (h) + 3mm bleed, PDF format **		@ £450	
Half page advert 138.5mm (w) x 97.5mm (h) no bleed, PDF format **		@ £300	
Screen advert 16:9 wide screen 1920 pixels (w) x 1080 pixels (h), PDF format **		@ £100	
2 x 2 meter exhibition space		@ £280	
3 x 2 meter exhibition space		@ £320	
6 x 2 metre exhibition space		@ £550	
Premium Package		@£125	
Electric supply (1 x 13amp socket for max 2 plugs)		@ £80	
Wired internet connection		@£285	
Additional entrance passes (You get two free with each stand)		@£130	
		Total (Ex VAT)	
		VAT	
		Total (Inc VAT)	

Please describe the products and/or services that you will be selling/promoting at Elim Leaders Summit 2020:

Important information

Please note that your application is an offer to exhibit which Elim Leaders Summit 2020 is entitled to accept or decline.

Elim Leaders Summit 2020 will inform you in writing whether your application has been accepted.

I understand that:

1. The deposit of £100 will be returned if my application is unsuccessful
2. If my application is accepted and I choose to cancel I will be subject to cancellation charges as found in the terms and conditions
3. EPC SERVICES reserves the right to decline any application that it deems unsuitable. No correspondence will be entered into regarding any such decision.
4. If my application is successful I will only be entitled to sell/promote the items/initiatives detailed on this form
5. By making this application I confirm that I have read and accepted the terms and conditions section which shall apply to my attendance at Elim Leaders Summit 2020.

Name (block capitals): _____

Position in organisation: _____

Signed: _____ Date: _____

*** Cheques: Payable to EPC Services Ltd**
BACS: EPC Services Ltd
60-05-16
24480886
Please use your company name/EXHIB as reference

Terms & Conditions

Terms of Booking

"ELS2020" – Elim Leaders Summit 2020

"EFGA" – Elim Foursquare Gospel Alliance

"EPC" – EPC Services Ltd

"The Exhibitor" – any company or person ordering display space at the event

1. Stand Application/Allocation

The Exhibitor must apply for a stand by signing, completing and returning the stand booking form to Deborah Ferebee at Elim International Centre. Stands are assigned subject to availability. EPC reserves the right at any time to re-arrange the stand layout or allocation and compensation will not be given.

2. Payment

A deposit of £100 is payable on application. The payment will be returned if the application is unsuccessful. Final payments should be made 28 days prior to Elim Leaders Summit 2020. If full and final payment is not received EPC is entitled to decline the application to exhibit and retain the £100 deposit. Please note all prices are excluding VAT.

3. Exhibitor Cancellation

In the event of the Exhibitor giving written notice to EPC of their intention to cancel or reduce their stand size or should they fail to occupy the space prior to the opening of EPC SERVICES, EPC will have absolute discretion to deal with the display space as it thinks fit. In such instances, exhibitors shall be liable for the following cancellation charges plus VAT:

Cancellations received on or before 14 days before the event – 50% of the amount due is payable.

Cancellations received on or after 13 days before the event the full fee will be due (or forfeit).

4. Change of Date or Venue/Event Cancellation

EPC reserve the right at any time to change the date and/or venue of Elim Leaders Summit 2020 or to cancel it altogether if they deem it necessary due to events such as fire, acts of God, acts of war or violence, political unrest, labour disputes or any other cause beyond EPC's control. In such cases, the Exhibitor waives any and all claims he might have against EPC for refunds, damages or expenses. In the event that the Event is cancelled by EPC for commercial reasons such as lack of support then all sums paid by the Exhibitor for the stand will be refunded. The Exhibitor agrees that under these circumstances they will have no further claims against EPC.

5. Set-up of Exhibits

Exhibitors will be responsible for delivery, erection, staffing, dismantling and removal of their stand and any material associated with it. The safety of this area is the responsibility of the group concerned. All stands must be in place by 9.00am on Tuesday 12 May 2020.

6. Opening times

Stands must be manned during all breaks.

7. Removal of Exhibits

No exhibit can be dismantled, packed away or removed **before 4.00pm on Thursday 14 May 2020**. The Exhibitor must ensure that all equipment and materials are removed from the premises by 6.00pm on Thursday 14 May 2020. Failure to do so may render them liable for costs incurred in storing and handling the equipment and materials together with additional site rental costs imposed by the venue and/or their contractors.

8. Electrical Equipment

Any electrical equipment or appliances which the Exhibitor proposes to use requires a current Portable Appliance Test (P.A.T.) certificate. Please bring the certificates with you.

A 13 amp socket will be provided on request. Each 13amp socket can run a maximum of two plugs. (See booking form for costs)

9. Fittings

All stands, fittings and materials which the Exhibitor proposes to use for the Event must be fire-retardant in accordance with the appropriate legislation. Please bring any relevant certificates with you.

You will be responsible for providing all tables, cloths, backdrops or display boards for your stand. All fittings should be of a high quality professional standard.

The Exhibitor may display promotional material and merchandise on the walls in their allocated area but are only permitted to use removable adhesive fittings.

All articles, goods, advertisements, signs and any other materials exhibited must comply with the law and be free from offensive or defamatory images, words or statements. They must not infringe any copyright, trademark, design, patent or other intellectual property right and must confirm with any statutory provisions or regulations relating thereto.

EPC reserve the right to ask exhibitors to remove anything from their stand which is not appropriately certified or which it deems unsuitable in its absolute discretion. Exhibitors will indemnify EPC against all actions, costs, claims and demands in respect of any breach of the provisions of this clause. Exhibitors will immediately remove any item from their stand if requested to do so by a member of the Elim Leaders Summit 2020 team.

10. Restrictions

Unless EPC has granted prior permission in writing no exhibitor shall make or arrange any:

- announcements with a microphone
- activities outside their exhibition space
- publicised special appearances

The Exhibitor must ensure that any sound coming from their stand is kept to a volume that does not cause any annoyance to other exhibitors. In case of any dispute, EPC's decision is final.

No part or whole of any site may be sublet by the Exhibitor without the prior written permission of EPC.

CLC have general rights of sales of books and DVDs during the event and these should not be sold or given away from your stand.

No combustible materials, such as candles, should be used or sold.

11. Security & Insurance

The exhibition space is located in an open area with public access throughout the day. EPC or EFGA does not accept any responsibility for the security of your stand, equipment or stock.

The Exhibitor is required to hold their own Public Liability insurance, with an Indemnity limit of at least £5,000,000 per claim and such insurance policy must include an 'Indemnity to Principals Clause' including subrogation rights.

12. Accommodation

You will be responsible for booking and payment of your accommodation for the duration of Elim Leaders Summit 2020.

13. Disputes or Breach of Terms and Conditions

In matters of dispute, the authority and decisions of the Elim National Leadership Team, or their representatives, is final and binding.

If the Exhibitor/Sponsor is in breach of any of the Terms and Conditions contained herein, EPC reserves the right, without notice to the Exhibitor to offer the stand/sponsorship to another company or use it in any manner it deems fit. This shall not be construed as affecting the responsibility of the Exhibitor to pay the full amount specified by the contract. Any dispute or enforcement shall be settled under English Law.

For event details [click here](#)

For exhibition information please contact:

Chris Greenway
Tel: 01684 588914
E-mail: chris.greenway@elimhq.net