

Guidelines for Exhibitors

Missouri Baptist Convention 2024 Annual Meeting

Exhibitors are limited to:

1. Ministries of the Executive Board of the Missouri Baptist Convention and associated organizations of Missouri Baptists that have official liaisons on the MBC Executive Board staff.
2. Missouri Baptist Convention institutions, agencies, commissions and support ministries that receive funding from MBC offerings.
3. Southern Baptist Convention entities.
4. The local association and/or host city for the current and next Missouri Baptist Convention Annual Meeting.
5. Any state or regional Southern Baptist Convention/fellowship that receives significant funding from the MBC or is involved in an official partnership with the convention.
6. Exceptions may be made through a vote of the Executive Board.
7. Priority is given to exhibitors that participated in past annual meetings and continue to meet the specified guidelines.

The MBC Executive Board has mandated. . .

- ***That there be no solicitation of funds for support of the exhibitor's ministry.*** Exhibitors may only disseminate information and answer questions about their ministry.
- ***That no exhibitor may distribute any material that promotes political candidates or political parties.*** Do not print, distribute, or promote any political activity.
- ***That no exhibits, signs, advertisements, or printed materials are permitted outside the exhibit area.***

Basic Exhibit Package: Each booth space includes an 8' deep x 10' wide space, 8' tall draped back wall, 3' tall draped side walls, one 6' skirted table, two chairs, one waste basket, and one 7" x 44" booth identification sign for \$350.

General Information

Exhibits will be located in the Grand Ballroom of St. Charles Convention Center, St. Charles, Missouri. As in previous years, exhibitors will be assigned exhibit locations. As much as possible we will try to accommodate your special considerations for exhibit location.

Process for Exhibits

- Pre-approved exhibitors receive a letter with an Exhibitor Agreement and Exhibit Contract in March.
- Organizations that are not pre-approved to be exhibitors may request booth space by completing the ***Exhibitor Request Form***.
- Outside vendors approved by the Executive Board receive an Exhibitor Contract following the board meeting.
- Outside vendors not approved by the Executive Board will be notified of the board decision following the board meeting.
- After receiving your signed Exhibitor Contract, you will be assigned booth space.
- After booth assignments are finalized in mid-September, you will receive your booth number and a diagram of the exhibit area. You will also receive an Exhibitor Packet from the St. Charles Convention Center for any additional furnishings or services you might want to purchase.
- Instructions for shipping materials before Annual Meeting will be included in the Exhibitor Packet you receive from the St. Charles Convention Center.

For exhibitor questions, please contact the exhibits coordinator:

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