

EXHIBITOR/SPONSORSHIP/ADVERTISEMENT REGISTRATION APPLICATION



**THE NATIONAL
THEOLOGY OF THE BODY**
C O N G R E S S

**The National Theology of the Body Congress
Normandy Farm and Conference Center
July 28 – 30, 2010**

DIRECTIONS

1. Read the National Theology of the Body Congress Policies, Rules and Regulations Agreement, which is hereby expressly incorporated as part of this application. This Agreement contains the NTOB Congress cancellation policy information.
2. Applications without payment cannot be processed.
3. Applications with payment are processed on a first-come, first-served basis as received. Faxed applications with credit card payment increases chances of obtaining requested Sponsorship, Exhibit or Advertising Opportunity.
4. After completing application, attach check payable to:
Theology of the Body Institute
Return completed forms and check to:
National Theology of the Body Congress c/o The Maximus Group
400 Churchill Court, Suite D
Woodstock, GA 30188
5. If you want to pay by credit card, complete credit card information below.
6. Contact us with questions:
678-990-9032 • Fax: 678-990-9038 • Email: info@TOBCongress.com

I. Personal Information *(Please print clearly)*

Organization/Ministry Name: _____
Contact Name _____ Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: () _____ Fax: () _____
Email: _____
Website: _____

*Note: All Sponsorships include at least one conference registration. Exhibit registration does NOT include conference registration. Accommodations are NOT included for sponsorship or exhibit reservation.

Will you require accommodations?: Yes No

II. Sponsorship Packages

Exclusive Packages

- Gold** \$15,000
- Silver** \$7,500
- Bronze** \$2,500

Special Packages We wish to sponsor the following:

GENERAL SESSIONS:

- Opening Session
- Wednesday General Sesion
- Thursday Morning General Session
- Thursday Afternoon General Session
- Closing Session

ENTERTAINMENT:

- Theatrical Performance
- Musical Entertainment

OTHER:

- Banquet Sponsor
- Thursday Lunch and Speaker

Additional Opportunities:

- Clergy or Student Sponsorship \$1,000
- Individual Patron *(Circle one)*: \$1,000 \$500 \$250 \$100 Other _____

TOTAL PRICE FOR ALL SPONSORSHIPS: \$ _____

III. Other Items

Exhibit Space

- \$600 First Table
- \$200 Each Additional Table (up to three tables)

The exhibit space consists of 6 ft standard tables with drapes and two chairs.

Brief Description of your product/service: _____

Advertise in Congress Program Guide:

- Outside Back Cover \$1,000
- Front Inside Cover \$750
- Back Inside Cover \$750
- Full Page \$600
- 1/2 page \$400
- 1/4 page \$250

TOTAL PRICE FOR EXHIBIT AND ADVERTISING: \$ _____

Would you like your organization to be included in the annual Theology of the Body Resource Guide?: Yes* No
 (*There is a \$250 annual fee.)

III. Payment

The person signing this application attests that he/she has the authority to bind contractually the organization applying for Sponsorship, Exhibit or Advertising Space. I have read, understand and agree to all the terms of this application and to the Policies, Rules and Regulations of the National Theology of the Body Congress., which is hereby expressly incorporated as part of this application.

Company Name: *(Please print clearly)* _____

Title of Person Signing Application: _____

Signature _____

TOTAL DUE: *(Please calculate all your Sponsorship, Exhibit, and/or Advertising fees)* \$ _____

- Check *(Make check payable to Theology of the Body Institute)*
- Credit Card Visa _____ MasterCard _____ American Express _____ Discover _____
 Card Number: _____ Verification Code: _____ Expiration Date: _____
 Print Name as it appears on card: _____
 Signature: _____
 Billing Address: _____

Please send registration form and payment to:

National Theology of the Body Congress c/o The Maximus Group
 400 Churchill Court, Suite D
 Woodstock, GA 30188

-OR-

Please fax registration form and credit card info to: 678.990.9038

POLICIES, RULES AND REGULATION AGREEMENT

Please read these policies, rules and regulations. This page contains information you must know and agree to:

1. Exhibit/Payment Policy. Vendor spaces are allocated by the date applications are received and will be assigned in that order. An exhibitor failing to occupy space is not relieved of the obligation to pay the full exhibit fee.
2. Refusal of Sale. The Theology of the Body Institute reserves the right to refuse sale of exhibit space to any Exhibitor at their discretion.
3. Liability. Exhibits must be staffed continuously throughout the Congress. All transportation and security of exhibit materials to and from Normandy Farm is the responsibility of the Exhibitor. The Theology of the Body Institute, its representatives and agents and Normandy Farm is not responsible for any lost and/or damaged exhibit materials.
4. Exhibition. Exhibits, displays, promotional materials will not be permitted in other locations outside the designated exhibit area, such as meeting rooms, food areas, etc.
5. Property. Exhibitor must abide by the rules of the Normandy Farm Conference Center for display of signs and other materials. Exhibitor is responsible for any damage to Normandy Farm property.
6. Safety. Fire regulations require that all display material used for decoration be fireproof. The use of flammable liquids, gases or solids is prohibited. No pets or firearms will be permitted on the premises.
7. Use of Space. The order for booths, assignment of space and the full payment for space constitutes a contract of the space assigned. The subletting of space is prohibited. Exhibitor, as specified in these policies, will forfeit space not occupied by the close of the move-in period on Wednesday, July 28, 2010. Exhibits shall not obstruct the view or interfere with the exhibits of others.
8. Early Dismantling of Exhibits. Exhibits are to remain set up until scheduled exhibitor move-out, which is Friday, July 30, after the Closing Session. Early dismantling of booth may result in loss of exhibiting privileges at future events. Exhibitor shall remove all personal property and shall leave the premises in a litter-free condition.
9. Advertisement Space. Reservations for advertisement space in the official Conference Program must be paid-in-full to reserve the space. Specifications of artwork size, layout and format will be sent once application is received and payment processed. Cancellations for advertisement space must be received in writing by April 15, 2010 to receive full refund. Cancellations after April 15, 2010 are not refundable.
10. Sales Tax. The vendor is solely responsible for collection and payment of any Federal, State or local taxes.
11. Cancellations/Refunds. Notification of cancellation must be received in writing by June 1, 2010 in order for exhibitor to receive a full refund less a \$250 processing fee. Fees will not be refunded for cancellations made after June 1, 2010. No refunds will be made if space is not utilized onsite, or for space not utilized part of the time.