



March 2019

Dear Exhibitor:

The General Association of Regular Baptist Churches annual conference is always an excellent place to make valuable contacts with key decision makers in churches. We invite you to become an exhibitor at this summer's GARBC conference to be held **June 25–28 at the Holiday Inn—Airport Hotel in Des Moines, Iowa**. There you will have the opportunity to update pastors and church leaders about your ministry and acquaint them with your service or product.

#### **EXHIBIT LOCATION**

The exhibit tables will be located in a room adjacent to the seating area for the general sessions. This location will help to increase the flow of traffic to your exhibit table.

All tables are 6'. Check the enclosed exhibitor layout page for the placement of the tables.

#### **EXHIBIT APPLICATION/RESERVATION POLICY**

You may reserve your exhibit space in one of the following ways:

- Online: [garbcConference.org/exhibitors](http://garbcConference.org/exhibitors)
- Mail: 3715 N. Ventura Drive, Arlington Heights, IL 60004 (send the enclosed form)
- Phone: 1.888.588.1600, ext. 879
- E-mail: Don Anderson at [danderson@garbc.org](mailto:danderson@garbc.org)

Indicate on the form your first, second, and third table location choices. All requests will be filled in the order received.

If you mail your application, include the payment with your application. If you choose to make reservations in one of the other ways, your payment must be received within two weeks or the exhibit space may be released.

#### **EXHIBIT FEES**

|                          |       |
|--------------------------|-------|
| Nonprofit ministries     | \$375 |
| Commercial organizations | \$450 |

### **SET-UP TIME**

Set-up is on **Tuesday, June 25, from 1:00 p.m. to 4:00 p.m.** The exhibits open at 4:00 p.m. on June 25, and the first session is that evening at 7:00.

### **TEARDOWN TIME**

You may tear down after the morning session (approximately 11:00 a.m.) on Friday, June 28. *Please do not tear down at any other time.*

### **INCENTIVE FOR INCREASING EXHIBIT TRAFFIC**

Participating in the grand prize drawing is a way to ensure traffic to your exhibit. **Indicate on the Exhibit Reservation Form if you would like to provide a prize for the grand prize drawing.** You can mail the prizes to the GARBC office prior to the conference, or you may bring the prizes to the registration desk on Tuesday, June 25. The drawing will take place Friday, June 28, at 9:00 a.m. before the morning session.

### **LODGING**

The conference hotel is the **Holiday Inn Airport Hotel and Conference Center** where our sessions are held. You may make reservations by visiting [garbcConference.org/hotel](http://garbcConference.org/hotel) (Group Code RBM) or by calling 1.515.287.2400. When you call, identify yourself with the GARBC conference to get the special conference rate. The hotel has a cut-off date of June 2, so make your reservations soon. See the enclosed brochure for additional details.

### **CONFERENCE ADVERTISING**

You can advertise your organization in two ways at the conference:

- Include an ad in our **conference book**. This book is an integral part of the conference, and attendees use it for future reference.
- Take advantage of our **seat drop** arrangement in which you can put information on the auditorium chairs at one of the general sessions.

Details on rates for both of these advertising opportunities are found on the enclosed **Advertising Reservation Form**.

### **CONFERENCE BADGES**

Your exhibit fee includes complimentary registration and name badges for **two individuals from your organization**. List the names of these two individuals on your Exhibit Reservation Form. If additional people from your organization plan to attend, they will need to register through the regular conference registration procedure.

We trust that you will be able to join us in Iowa for this summer's conference. If you have any questions, please contact Don Anderson at 1.888.588.1600, ext. 879.

Sincerely,



Andrea Gower, Regular Baptist Ministries