



**February 13th, 14th, and 15th marks.....
The 35th Anniversary of Tommy Barnett's Pastors' School**

From its inception over 35 years ago, Pastor Barnett and our entire team has poured into the lives and ministries of others through our Annual Pastors' and Leaders' School. There have been literally tens of thousands of pastors and lay-leaders whose lives have been touched over the years by coming to Pastors' School. They have been coached, encouraged and inspired by Pastor Barnett to be all they can be for God's Kingdom.

We plan to heavily promote this event and are anticipating record attendance. We would love for *you* to be a part of this special Pastors' School and would like to *personally* invite you to join us this year as a potential Exhibitor.

All exhibits will be located outside along the plaza in a canopy mall format. Please read carefully the Exhibits Policies and Information Brochure. If, after reading the eligibility policies, you feel your organization/ministry would be eligible to exhibit, complete the Exhibitor Registration/Application form and submit by mail with your payment. Faxed applications are accepted if accompanied by credit card information.

*All Applications are considered on space availability, first-come, first-served basis and must be received in our office no later than Thursday, **January 5th, 2012.***

Submission of an application does not guarantee exhibit space. You will receive official notification in writing upon determination of eligibility no later than Thursday, January 12th, 2012. If your exhibit is found to be ineligible by the Conference Exhibit Office, all fees paid will be refunded.

Please note: Exhibit space size is approximately 6' wide x 10' deep. Please make sure your exhibit will fit into this area. All exhibits must be in line with other exhibits and may not bleed over into another exhibit area. Please see "Exhibit Policies".

Information for hotels with negotiable rates will be provided online. Room blocks are guaranteed only until January 12, 2012. The conference registration fee is included in your exhibitor fee.

Our entire church and staff are working to make this the greatest Pastors' and Leaders' School ever. We plan to make this year the most memorable yet! We hope to see you there! Visit us at, www.pastorsschool.com.

In His Service,

Dale Lane
Senior Executive Pastor

2012 EXHIBIT REGISTRATION & EXHIBIT APPLICATION

PLEASE PRINT LEGIBLY

Products and/or services to be exhibited (describe in detail, failure to do so will delay your application):

We: will will not have items for sale. (List items on back of sheet or provide order form information)

We: will will not need an electric outlet.

Company Name:

Exhibitor Name:

Street Address:

City, State, ZIP

*Contact Person:

*Cell Phone

Fax:

Email:

Exhibit Options

There are a limited amount of the Diamond, Platinum and Gold spaces and will be on a first come first serve basis. Great location outside and offers great exposure to the crowds.

	Silver	Gold	Platinum	Diamond
1 Space	\$650.00 <input type="checkbox"/>	\$750.00 <input type="checkbox"/>	\$850.00 <input type="checkbox"/>	\$1000.00 <input type="checkbox"/>
2 Spaces	\$1,000.00 <input type="checkbox"/>	\$1,100.00 <input type="checkbox"/>	\$1200.00 <input type="checkbox"/>	\$1350.00 <input type="checkbox"/>
3 Spaces	\$1,200.00 <input type="checkbox"/>	\$1,300.00 <input type="checkbox"/>	\$1400.00 <input type="checkbox"/>	\$1550.00 <input type="checkbox"/>

Total Number of Exhibit Spaces and level (mark above as well):

Payment Type: Cash Check Credit Card

Card Type:

Exp:

CID (3-4 digit code):

Name on Card:

Contact Phone Number:

OFFICE USE ONLY: Date Received: ____/____/____ NUMBER OF EXHIBITORS: ____

Approved Denied Official Signature: _____

Credit Card Ran on: ____/____/____ Credit Card approved or denied _____ on ____/____/____

IMPORTANT INFORMATION:

- Attach a check for full payment of the exhibit price, payable to “Phoenix First Assembly of God.”
 - Send to: 13613 N. Cave Creek Road Phoenix, AZ 85022, Attn: Andrea Browne. You may fax or e-mail your application but only if you use a credit card for full payment: (Visa, MasterCard, and Discover).
 - Direct office phone: 602-404-7458; Fax: 602-493-9390 and E-Mail: exhibitcoordinator@phoenixfirst.org.
 - Please read the Exhibitor Policies and Information brochure, including standards and eligibility, and agree to abide by the rules and regulations as stated therein.
 - Only the products and/or services listed in this application are those we specifically propose to exhibit. Any change must be immediately reported in writing to Exhibits Coordinator, Pastors’ and Leaders’ School, Phoenix First Assembly of God.
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2012 EXHIBIT POLICIES & INFORMATION

THE CONFERENCE

More than 7,000 delegates and guests are expected to attend. Those attending include pastors, Christian education directors, youth, music ministers, Sunday School workers, and others.

PURPOSE

Our goal is to inspire, encourage, motivate and equip pastors and workers to be equally excited and trained to put into action what they have learned through teaching and demonstration. Exhibits are to enhance this goal by providing ministry-related materials to support and benefit the delegates’ ministries. The purpose of the exhibit is not to underwrite expenses or be a ministry fund-raising event.

STANDARDS

We reserve the right to restrict exhibits which may be considered objectionable. Smoking, alcoholic beverages, profanity, and immodest apparel is prohibited. The use of raffles and other games of chance is prohibited. The School reserves the right to restrict exhibits that may be considered objectionable.

EXHIBIT HOURS

The Exhibit Mall officially opens at 6:00 p.m. Monday. The exhibits officially close previous to the evening service on Wednesday. Staffing of exhibit booths is at the discretion of the exhibitor. Exhibits must not be open during Monday & Tuesday evening services and may re-open after.

General School Hours

Monday	12:00 p.m. – 7:00 p.m.
Tuesday	9:00 a.m. – 7:00 p.m.
Wednesday*	9:00 a.m. – 6:00 p.m.
<i>Lunch Break</i>	12:00 p.m. – 2:00 p.m.
<i>Dinner Break</i>	4:30 p.m. – 7:00 p.m..

**Prayer on the mountain 6:00 a.m.*

EXHIBIT FEES

Each space will include one 6’ draped table and two chair. *(Please note our dimensions very different than standard trade show size. Please call for specifics.)*

	Silver		Gold		Platinum		Diamond	
1 Space	\$650.00	□	\$750.00	□	\$850.00	□	\$1000.00	□
2 Spaces	\$1,000.00	□	\$1,100.00	□	\$1200.00	□	\$1350.00	□
3 Spaces	\$1,200.00	□	\$1,300.00	□	\$1400.00	□	\$1550.00	□

There are a limited amount spaces and will be approved on a first come first serve basis.

2012 EXHIBIT POLICIES & INFORMATION continued...

EXHIBIT REGISTRATION & APPLICATION/CONTRACT

The Exhibit Registration & Application/Contract must be approved by the Conference Exhibit Office. It is understood that this Application which will become a Contract upon acceptance by the Exhibit Office, is based upon space availability, rates, terms and conditions, which constitute a part of, or are included in this Application/Contract.

LIABILITIES

The School shall not be held responsible for the safety of exhibits against robbery, fire, or accident; nor accident to the exhibitor or their employees. Security will be provided during closing hours.

EXHIBITOR INSURANCE

Each exhibitor is required to provide The School a certificate of insurance showing proof of General Liability coverage of \$1,000,000 minimum, and with Phoenix First Assembly of God named as an additional insured on a primary basis. The Certificate Holder should be:

The First Assembly of God of Phoenix, Inc.
13613 N Cave Creek Road
Phoenix, AZ 85022

Procedure: The exhibitor asks his/her insurance agent or broker to provide this original document; the effective dates on the document are to be February 13-15, 2012. Certificate must be mailed to the Exhibits Coordinator no later than Friday, January 13, 2012. (For questions regarding insurance requirements, contact the Exhibit Coordinator.)

REGISTRATION BADGES

Badges will not be mailed prior to the conference. Exhibitor badges must be picked up at the Exhibitor Registration desk upon arrival. Badges will be held under the company name.

Reminder: Exhibitor badges are a means of helping to identify your exhibit and its products/ministry and will also get you in and out of our general sessions and services.

SPACE ASSIGNMENTS

Exhibit spaces will be assigned by the Exhibit Coordinator on a first-come-first-served basis according to eligibility as stated herein. The Coordinator reserves the right to shift space at any time if it is necessary to do so. No spaces will be reserved without a written application and full payment. Space will not be reserved by telephone. No exhibitor shall assign, sublet, or apportion the whole or any part of space assigned, or exhibit therein, or permit any other person/company to exhibit therein any goods other than those manufactured by or for the exhibitor. Exhibit space shared by two or more parties must be indicated on the Exhibit Space Application/Contract. Except for official School materials, no literature may be placed in the main sanctuary, on cars, distributed in the lobby, or elsewhere. Except for official conference signs, no posters, placards, signs, banners or similar items may be posted or displayed except in exhibit areas.

PAYMENTS

Full exhibit fee payment is required with the Registration & Application form. Applications received without full payment will not be considered valid.

CANCELLATIONS

Exhibit space cancellations or changes must be in writing. We reserve the right to give any canceled exhibit space to another exhibitor without obligation to return any part of the original exhibitor's paid fee after Thursday, January 5, 2012.

The date upon which the notice of cancellation is received in our office shall apply as the official date of cancellation. Payments for exhibit space will be refunded if the conference is canceled by an event which makes it impossible or impractical to hold the conference.

2012 EXHIBIT POLICIES & INFORMATION continued...

HOUSING & AIRFARE

A block of hotel rooms is reserved until January 12, 2012 through our website. Availability of these rooms is on a first-come-first-served basis and not guaranteed after the cut-off date. The exhibitor is responsible for making his own housing reservations. Please go to www.pastorsschool.com for more information.

EXHIBIT POLICIES

1. Exhibitors must have a company identification sign, either provided by the conference or your own.
2. No banners, signs, or structures may be suspended from tent walls or ceiling.
3. Exhibit backgrounds and/or product displays should have "finished" side portions of the exhibit so they will not be unsightly or objectionable to adjacent exhibitors. All signs and/or backgrounds must be free standing and **MUST** fit into the 6' wide area assigned. Exhibits must be in line with all other exhibits and may not bleed into another exhibit area. Backdrops or displays may not be placed outside the front of the exhibit area.
4. No special signs, exhibit construction (including backdrops), media equipment, or lighting fixtures are permitted in excess of 8' in height.
5. Exhibitors are responsible for maintaining a neat and clean exhibit. Shipping cartons or boxes are to be placed beneath a draped table(s) or other area fully out of sight. Materials may not be stored on the outside of the exhibit area behind the exhibit.
6. During the Exhibit Tent open hours, empty cartons are not to be placed in the aisles; exhibitors are responsible to take empty, disposable cartons to the designated garbage collection area.
7. The playing of loud music, videos, or any sort of distractions to other exhibitors will not be permitted in exhibits.
8. The Phoenix First Assembly Name and emblem cannot be used in any form to imply that an exhibit is a part of or endorsed by the School. Exceptions are those ministries that are designated outreach ministries of Phoenix First Assembly.

SHIPPING, HANDLING, STORAGE

Shipments of materials to the conference must be prepaid by the exhibitor and at his own risk and expense. NO PRE-CONFERENCE STORAGE OF DISPLAYS AND MATERIALS WILL BE PROVIDED PRIOR TO MONDAY, FEBRUARY 13th.

SET-UP AND MOVE-OUT

Exhibits must be set up on Monday between **12:00 p.m. and 5:00 p.m.**

NO EXHIBITOR CAN WAIT UNTIL TUESDAY TO SET UP AN EXHIBIT--AN EMPTY SPACE AT THE END OF THE DAY ON MONDAY WILL BE REASSIGNED TO FILL THAT SPACE TO MAINTAIN AN ATTRACTIVE EXHIBIT AREA. Exhibit inspection will be from 5:00 p.m. - 6:00 p.m. and exhibits will open at 6:00 p.m., Monday. Dismantling of exhibits may not begin until 6:00 p.m., Wednesday and exhibit materials **must be completely removed Wednesday night by 11:00 p.m.** No security will be provided for items left overnight on Wednesday. Early set-up or dismantling by an exhibitor may jeopardize whether or not the organization/ministry will be permitted to exhibit at future Pastors' and Leaders' Schools.

ELIGIBILITY

1. Exhibitor must offer products/services not in conflict with the same or similar to those offered by the ministries of Phoenix First Assembly.
2. Exhibitor must offer products/services which will directly benefit and enhance the ministries of churches and ministries. The following are among those which cannot be displayed and/or sold: books, cassettes/CDs and/or videos from other vendors-not about/for your specific company/ministry; food products of any kind, such as health food products; personal care products, such as perfume and beauty products.
3. A note about T-shirts: Exhibitors which have T-shirts with their ministry name or a general Christian message may sell these items from their exhibit(s). Exhibits for the sole purpose of selling T-shirts are not permitted.
4. Evangelists (in full-time capacity) may be permitted to secure exhibit space. They can display/sell only the materials which their ministries produce (about their ministry); they cannot sell other vendor products and items described in Number 2 above.
5. Exhibitors cannot secure exhibit space simply to market their products with no concern/goal to follow-up contacts with individuals to help the ministry. The exhibits are not to provide a place for an exhibitor to sell items simply for selling sake.
6. Exhibitor must have a proven business record with his product/service. The exhibits are not to provide a platform to survey or test ideas, rather they are to provide products/services which are credible and have proven themselves in their business.
7. The exhibits are not for the purpose of providing prominence to products and/or services which are issue oriented and would generate controversy

