



Cross Roads

COMMUNITY CHURCH



Dear Exhibitor,

Welcome to the 1st Annual Cross Roads Community Church (CRCC) Business Expo, Sunday, May 1, 2011.

Cross Roads Community Church is constantly practicing “Kingdom Building”. We are believers that God has equipped us with in-house resources. Participating in this exposition will not only bring awareness to the parishioners, but also to the CRCC Administration – for we have been taught that everything we need is in the house!

We are excited to have you participate in this year’s show! The exhibitor information is provided to better assist you prepare for a successful event.

We personally look forward to welcoming you to the 2011 CRCC Business Expo. If you have any questions, please do not hesitate to contact us at 713-426-2211 or via email at events@crossroad-church.org.

Reserve your booth **today**, as space is limited.

Best Regards,

Cross Roads Community Church

Pastor C. F. Hartwell



Watch you email for
“Move-In Info”

The message will have
your specific scheduled
move in time.

Please bring your own
push cart; there will not
be any available at the
facility.

2011 Vendor Agreement

Company: _____

Booth Name: _____

Address: _____

City/St/Zip: _____

Contact: _____

Address: _____

Phone: _____ Email: _____

Website Address: _____

Vendor Registration

Booth Size: 4' x 5' Space _____ Cost: \$45.00 Total: _____

Booth Size: 4' x 10 (End Cap) _____ Cost: \$55.00 Total: _____

Booth Size: 4' x 10' (Foyer) _____ Cost: \$65.00 Total: _____

If electricity is needed, please add \$40.00 to total price. Total: _____

Form of Payment

- Check Enclosed (Make payable to Cross Roads Community Church)
- I authorize Cross Roads Community Church to charge \$_____ to my credit card
_____ Visa _____ Master Card _____ American Express

Card Number: _____ Exp. Date: _____

Name on Card: _____ Billing Zip: _____

Signature: _____

A non-refundable deposit of 50% must accompany this agreement.

Final payment is due on Monday, April 18, 2011

We, the below signed company, agree to be a vendor for the 2011 CRCC Business Expo, scheduled for Sunday, May 1, 2011 in Pearland, Texas.

Company: _____

Authorized by: _____ Date: _____

Exhibitor Standards and Guidelines

Move-In

You will receive an email designating your specific set-up time, depending on your booth location. Your move-in will take place on:

Saturday	April 30th	9:00a – 6:00p
-----------------	------------------------------	----------------------

You must provide your own dolly or push cart for move-in, as there will not be any available at the facility.

Installation of exhibits MUST be completed by 6:00 pm on Saturday, April 30, 2011.

Any exhibit that is not ready for the opening of the Business Expo, will be subject to possible exclusion from future expos.

Move-Out

No dismantling of exhibits may take place during the Business Expo. Please cooperate and keep your exhibit intact until the show closes and visitors have departed. Breakdown of exhibits are as follows:

Sunday	May 1st	4:05p – 7:00p
---------------	---------------------------	----------------------

Show Hours

Sunday	May 1st	9:00a – 4:00p
---------------	---------------------------	----------------------

Vendor Booth Payment Guidelines

4'x6 Booth Space	45.00
4'x10 Booth Space (End Cap)	55.00
4'x10 Booth Space (Foyer)	65.00
6 foot table (Black Polyester Floor Length Covering)	
2 Chairs	

All booth payments must be received in full by Monday April 18, 2011.

Acceptable forms of payment include cashiers check, money order, Visa, MasterCard, or Discover.

Refund Policy: All booth purchases, including deposits are final and non-refundable.

Late Registration: If anyone requests a vendor booth after Monday, April 18th, late registration fees will apply.

Upon registration each exhibitor will be assigned a space in the exhibit area. Exhibitors will be contacted with their time setup information, as mention above in the “Move-In” section.

Booth Guidelines

Linear Booths (4x5) will be built to a maximum height of 8ft. on the back.

All signage must be displayed BELOW the 8ft. height in the back of their allotted space. No signs may be hung or suspended above the booths. The only exception to this rule occurs when a booth backs up to the wall and not another exhibit. All exceptions will need approval from the Administrative office.

Side and back drape (black) will be provided by show management in the linear booths only.

CRCC maintains the right to restrict any exhibitor from selling/advertising products that are deemed inappropriate for our attendees.

CRCC reserves the right to monitor exhibitor products on site.

All boxes, wires, storage materials, etc. must be kept out of sight. It is the responsibility of exhibitors to provide their own pipe and drape, if needed, to cover these items.

Any changes to booth space assignments prior to or during the Business Expo, for any reason, will be charged a \$25.00 administrative fee.

Cleaning

The CRCC Facilities Director will arrange for vacuuming and cleaning of the aisles. However, exhibitors will be responsible for keeping their booth area clean and vacuumed.

Credentials

Please pick-up exhibitor badges when you arrive to setup; Two (2) Badges will be issued for all booths.

Exhibitor Badges are to be worn and/or used ONLY by exhibitors working in the booth, NOT family or friends.

Decoration

All materials used for decoration of displays must be flame proof. Please note: Unfinished tables must be draped to the floor and look professional.

NO HELIUM TANKS OR HELIUM BALLOONS WILL BE ALLOWED IN THE YOUTH SANCTURARY.

Fire and Building Regulations

All draping materials must be flame retardant.

Exhibits are not allowed to block or obstruct any fire fighting equipment or emergency exits.



Friendly Reminder.....

Important Exhibitor Rules

In an effort to provide high quality expos, we are asking all vendors to achieve the following:

- All tables must be skirted and look professional. Skirting must be provided for all exposed area of the table (if you choose not to utilize provided standard black tablecloth). Tablecloths/skirting must reach the floor. Plastic tablecloths and pieces of fabric are not permitted.
- All signs must be professionally prepared – No handwritten signs allowed.
- All vendor booth walls are to be completely finished. No wires, frames, wood, etc., should be exposed for the public or for your neighbor to see.
- The standard linear booth (middle isle) includes 8ft. high back wall. Other booths will include (1) 6ft. table, (2) chairs and black tablecloth.

Thank you for your support and participation in the
2011 CRCC Business Expo

Kingdom Building