



For I know the plans I have for you
Jeremiah 29:11

March 29-30, 2019

Prime Osborn Convention Center Jacksonville, FL

2019 Exhibitor /Ministry Registration Form

Organization Information

Organization / Ministry Name _____

Contact Person _____

Address _____

City _____ State _____ Zip Code _____

Contact Number _____ Email _____

What items you will be selling: _____

Organization website: _____

Organization description: _____

- One Table \$350—Includes one 8 ft. table and two chairs.
- Additional Table \$150 Additional Cost (Limit 1 additional)
- Approved Ministry Table – Fees waived – Includes one 8 ft. table and two chairs
Not all requests may be accommodated due to limited space.
- Electricity \$60.00 – Limited space available
- WiFi no longer available through DOSA. Coordinate through the Prime Osborn directly.

Payment

Please check the appropriate payment method **(must be received by March 15, 2019, no exceptions)**:

- Check (made payable to the Diocese of St. Augustine)
Mailing Address: Office of Christian Formation/Eucharistic Congress
Diocese of St. Augustine
11625 Old St. Augustine Road
Jacksonville, FL 32258

- Please contact Kim Neill by email at vendors@floridaeucharist.org for details about paying and/or registering online.

*Please return this form and the signed Terms and Conditions to
EC Exhibitor, Diocese of St. Augustine, 11625 Old St. Augustine Road, Jacksonville, FL 32258-2060*

Terms and Conditions for 2019

Sponsor, Ministry or Exhibitor (herein after referred to as "Exhibitor")

Agrees to the terms and conditions below:

1. Exhibitor setup will take place between **9:00 a.m. and 4:30 p.m. on Friday, March 29, 2019**. The Exhibit Hall opens at 4:30 p.m., and no Exhibitor will be permitted to set up once the hall opens.
2. Exhibitors are required to cease all activity at **9:00 p.m. on Friday, March 29, 2019, and at 4:30 p.m. on Saturday, March 30, 2019**.
3. Tear down and removal of exhibit space may begin with the closing of the Exhibition Hall at **4:30 p.m. on Saturday, March 30, 2019**.
4. Exhibitor understands and agrees that the exhibit space will be assigned at the sole discretion of the Diocese of St. Augustine (DOSAFI). DOSAFI will assign space based on date of application, receipt of payment and available space requirements.
5. Exhibitor agrees to accept relocation in other exhibit space of comparable value should such relocation become necessary for causes beyond DOSAFI's control or advisable at the discretion of DOSAFI.
6. Exhibitor may not, under any circumstances, move, adjust, relocate or otherwise modify the location of exhibit booth. All exhibit tables must stay within booth area. This includes, but is not limited to hoisting tables off the ground. All table legs must remain on the floor. **ABSOLUTELY NO OUTSIDE TABLES WILL BE ALLOWED.**
7. Exhibitors located along the perimeter of the room **must not** adhere anything to the walls. Everything must be on the table or free standing. No tape of any kind. This includes, but is not limited to, duct tape, masking tape, scotch tape, painter's tape, etc.
8. DOSAFI has the right to deny or remove any displays or materials which may conflict with the teachings of the Catholic Church. DOSAFI also has the right to deny registration prior to the Eucharistic Congress of any organization or group promoting anything that may conflict with the teachings of the Catholic Church. Application to exhibit will be accepted or rejected based on availability of exhibit space and the proposed exhibitor's products and/or services. The proposed exhibitor's products and/or services should directly contribute to the education and promotion of Eucharist and Liturgy. Acceptance of an application to exhibit does not carry the POCC endorsement of the products or services.
9. Exhibitor is fully liable for damages to its property or to the POCC property or to other Exhibitors' property and agrees to indemnify, defend, and hold harmless DOSAFI and its employees, contractors, representatives and agents against any and all claims, losses, damages, suits, costs or expenses arising out of the use of the premises. Exhibitor understands and acknowledges that DOSAFI will not maintain insurance covering Exhibitor's property, and it is the sole responsibility of Exhibitor to obtain such insurance. DOSAFI requires all participants to provide a current Certificate of Insurability for General Liability including a copy of the Additional Insured Endorsement. Please list the following as the certificate holder and additional insured using the below verbiage: ***The Prime Osborn Convention Center and Felipe J. Estevez, as Bishop of the Diocese of St. Augustine, a corporation sole, are Additional Insureds as respects General Liability. 11625 Old St. Augustine Road, Jacksonville, FL 32258.***
10. Neither DOSAFI nor POCC will be held responsible for lost or stolen items. The exhibit hall will be locked overnight on Friday. It will be the Exhibitor's responsibility to secure their items Friday evening before leaving their space. It is also the Exhibitor's responsibility to secure their items during opening hours of the Eucharistic Congress.
11. The POCC will arrange all services customarily requested by exhibitors. No other contractor will be permitted without prior approval of the POCC. Exhibitors requiring additional services beyond internet and power, will be solely responsible for arranging necessary services and for payment of any fees due for the services rendered.
12. Assignment or subletting of exhibit space by exhibitors is not permitted. Exhibitors may not advertise or display goods or make available for sale any items in space for which there has been no charge made. The space assigned to the exhibitors is for their own use only.
13. Each ministry is permitted to have a banner to appear in the opening procession and to remain in the main hall throughout the Congress. Requirements for the banner can be found at <http://www.floridaeucharist.org/resources/procession-banners/>
14. Food and light refreshments will be available for purchase in the food court both Friday and Saturday. No outside food/beverages permitted.
15. DOSAFI has adopted a non-smoking policy for all its meetings, conferences, and exhibitions. There will be no smoking allowed in the exhibit hall or meeting rooms at any time.
16. The Exhibitor agrees to all of the terms and conditions above. Failure to comply with this Agreement may result in Exhibitor's removal from the Eucharistic Congress. No refunds will be provided to any Exhibitor removed from the Eucharistic Congress for breach of this Agreement.
17. This Agreement is to be governed by the laws of the State of Florida and the parties hereto submit to the exclusive jurisdiction of the courts in the State of Florida. Any amendment to this Agreement must be in writing and signed by a duly authorized representative of DOSAFI.

Agreement. I have read and agree in full with the above listed Terms and Conditions.

Signature: _____

Print Name: _____

Date: _____