



Please be sure to write the correct booth code on the Space Application

Exhibit Rate Periods:		Nov.1 – March 1
<i>See Attached Floor Plan – FOR Codes</i>		
	Table Top Hall Spaces – NON Electrical (1 – 2’x4 unskirted table and 1 chair are included in the cost of the Table Top Booth)	<i>Regular Rate</i>
2’x8’	Church ETT1-ETT4,	525.00
2’x8’	Church WTT1-WTT3,	525.00
2’x8’	Gym: GTT1-GTT10	625.00
	Exhibit Hall - Gym: Inside Aisle Spaces - NON Electrical	
4’x6’	F7-F12, G7-G12	610.00
4’x6’	F2-F6, G2-G6	615.00
4’x6’	B2-B12, C2-C12	625.00
4’x8’	D2-D9, E2-E9	655.00
	Exhibit Hall - Gym: Preferred Outside Aisles Spaces - Electrical	
4’x8’	H2-H10	720.00
4’x8’	I2-I4	740.00
4’x8’	A6, A7	750.00
4’x8’	A2, A3, J2	760.00
	Exhibit Hall – Gym: Preferred End Aisle Spaces - NON Electrical	
4’x6’	F13, G13	645.00
4’x6’	B13, C13	655.00
4’x6’	B1, C1, F1, G1	675.00
4’x8’	D10, E10	685.00
4’x8’	D1, E1	695.00
	Exhibit Hall – Gym: Preferred End Aisle Spaces - Electrical	
4’x8’	I1, I5, H11	750.00
4’x8’	A5, A8, H1	760.00
4’x8’	A1, A4, J1, J3	770.00
	Gym Foyer: Preferred Booth Spaces - Electrical	
4’x8’	GF1-GF2, GF5-GF7, GF8-GF16	1,125.00
8’x8’	GF3, GF4	1,325.00
	Atrium – Church: Preferred Atrium Booth Spaces – NON Electrical	
4’x8’	AT13, AT14	1,050.00
8’x8’	AT7-AT12, AT15-AT16	1,250.00
	Preferred Atrium Booth Spaces - Electrical	
8’x10’	AT01, AT06, AT17 – AT20	1,425.00
10’x10’	AT02-AT05	1,600.00



Accessory Rates:

Item	Description	Cost
Tables - Skirted:	2' X 4'	\$27.00 ea.
	2' X 6'	\$29.00 ea.
	2' X 8'	\$32.00 ea.
Counters – Skirted:	(8' or 10' wide booths only) 2' X 6'	\$34.00 ea.
	2' X 8'	\$37.00 ea.
Chairs	Max of 2 chairs	
	Folding	\$4.00 ea.
	Grey Padded	\$7.00 ea.
	Padded Stool with back	\$25.00 ea.
Parking Passes:	Individual Vehicle 1 day pass	5.00 ea.
	Individual Vehicle 2 day pass	8.00 ea.
Internet:	Order directly through MFT Event Management Office exhibitors@missionfest.org	

Note:

You may bring your own tables, chairs and displays but please maintain the integrity of the exhibit floor.

***Accessory Orders must be received by February 28, 2012.**

After this date you must order *directly* from Show Services on site on day of registration.

General Information & Policies:

**Not adhering to the below policies will result in review for dismissal from future MFT events.*

- 1. Registration** opens on June 16, 2011. Registration is confirmed upon receipt of FULL payment. Payment *must be received within two weeks* of application submission in order to book desired booth location. To take advantage of discounts, registrations must be post-marked no later than the deadline dates above. Space is allocated on a first come first served basis. Postmarks will be observed. **Registrations received before December 31st, 2011, will be listed in the annual MFT Resource Magazine.** We generally publish 26,000 copies, which are distributed in the GTA and beyond.
- 2. Cancellations** refunded (less \$75.00) if written notice is received by **December 31st, 2011.** No refunds after December 31st, 2011 for cancellations or no-shows to the event.
- 3. Payment may be made** either by cheque or credit card (Visa/MC). Users of credit cards must add 3.5% to cover the credit card service charges.
- 4. Regular Booth** spaces consists of an 8' high backdrop and will have a 3' high sidewall; with draping material. Please consider the size of your display when completing the application form (large displays need to be in a 10' x 10' exhibit space.) **The space does not include any accessories; these must be ordered separately. You are only permitted to distribute your materials in your exhibit space. Table Top Hall Spaces come with one free chair and one free 2'x4' unskirted table (please bring your own table cloth)**
- 5. Courtesy to your neighbour** All exhibit fixtures are restricted to the exhibit booth space and must not extend into aisle. Exhibit signage and displays must not protrude beyond 2' from the backdrop of any given booth. TV's in the exhibit spaces must have sound **off** at all times; for any type of sound that is part of your display please have headphones available.
- 6. Accessories:** You are permitted to bring your own tables and chairs, (no carpet in the Atrium or Gym Foyer is allowed). Please ensure displays maintain the integrity of the exhibit floor. Tables in the exhibit spaces must be placed adjacent to backdrop drape or to the side. Maximum of 2 chairs are allowed in regular booth spaces.



April 12 - 14, 2012

*Venue: Global Kingdom Ministries, 1250 Markham Road
Scarborough, ON*

7. **Move-in:** Setup must be completed between the hours of **12:00 pm** and **3:00 pm** on Thursday. Exhibitor Orientation is at **3:30 pm**. If on-site registration is not complete and display is not in place, MissionFest Toronto reserves the right to use the vacant space as needed. **Please do not arrive before 12:00 pm** so Show Services can complete the layout of the floor.
8. **Exhibit Floor Hours** are as follows:

Thursday	6:00 pm to 9:00 pm
Friday	9:00 am to 9:00 pm
Saturday	9:00 am to 9:00 pm

Booths are not to be left unstaffed and are to have someone present during exhibit floor hours.
9. **Move-out:** Teardown is not permitted before **9:00 pm on Saturday evening**. Any organization and/or persons found dismantling their booth before this time will result in a fine of \$75 and a review for dismissal from future MFT events.
10. **Statement of Faith:** All exhibitors are required to sign and submit the MissionFest Toronto Statement of Faith. Please see MFT's Statement of Faith as available on the MFT website: www.missionfest.org.
11. **Exhibit sharing** by two or more organizations will not be allowed, as the booth space restrictions do not permit it.
12. When we speak of **missions**, we mean cross-cultural activities that take place here & around the world reflecting the redemptive work of Jesus Christ. **Missions** means bringing the good news of eternal life in Jesus to groups of people who have never heard it along with humanitarian work. MFT is not a trade show; its purpose is to inform, encourage and challenge people to engage in missions.
13. MissionFest Toronto reserves the right to exercise its complete discretion in regard to the number of exhibitors and exhibition spaces and the configuration, combination and floor plan of the exhibition.
14. MissionFest Toronto reserves the right to accept or decline any application for any reason, or to impose conditions upon any application, or to cancel any registration for any reason with cause, in order to maintain the integrity of the event.
15. MissionFest Toronto assumes no responsibility for **loss or damage** incurred due to the cancellation of any or all of the Conference, or of its facilities, due to water, fire, earthquake, strike, labour unrest or other unforeseen circumstances. Please read Exhibitor's Policy Manual for full information.(page 6).
16. MissionFest Toronto assumes no responsibility for loss or damage resulting from the cancellation or substitution of any or all of the featured speakers, programs or performers.
17. MissionFest Toronto assumes no responsibility for loss or damage resulting from personal injury, theft, fire or other natural disasters. **Exhibitors are responsible to carry their own liability insurance.**
18. MissionFest Toronto is not a venue for fundraising or ticket/event sales.
19. **Sales:** MissionFest Toronto has a separate sales agreement that must be signed with the application for Exhibitors who intend to do sales at the event. Please keep in mind that your primary focus should be on engaging the attendees in missions and in your ministry, not in selling books and other material.