



# PEAKS & VALLEYS

THE GOD WHO IS THERE

## Exhibitor AND Vendor Packet

*NextGen*

Bridge. Mobilize. Commission.

# HLUB Conference

## July 12-16, 2020

### Exhibitor Fee: \$250.00.

Make checks payable to: "The Hmong District of the C&MA". Fee can be sent to:

Hmong District of the C&MA  
Attn: NextGen Ministries  
12287 Pennsylvania Street  
Thornton, CO 80241

### CHECK-IN

**Where:** HLUB Office, 1<sup>st</sup> Floor in Todd M. Beamer Student Center

**When:** Sunday, July 14 from 10:00 AM – 4:00 PM

**NOTE:** If you plan to arrive after 4:00 PM, please email our HLUB Registration Coordinator at [registration@hmongdistrict.org](mailto:registration@hmongdistrict.org).

### SETUP & DISMANTLING

It is the responsibility of each vendor to setup on Sunday, July 12 from 10:00 AM – 5:00 PM. Dismantling of booths will be on Wednesday from 9:00 PM – 11:00 PM.

### VENDOR/EXHIBITOR HOURS

Sun, July 12	12:00 PM – 6:45 PM; & (OPTIONAL) 10:00 PM – 11:00 PM
Mon, July 13	11:45 AM – 6:45 PM; & (OPTIONAL) 10:00 PM – 11:00 PM
Tues, July 14	11:45 AM – 6:45 PM; & (OPTIONAL) 10:00 PM – 11:00 PM
Wed, July 15	11:45 AM – 6:45 PM; & (OPTIONAL) 10:00 PM – 11:00 PM

### STORAGE

There will be one storage room available for vendors/exhibitors. Vendors/Exhibitors are responsible for handling and storing their own merchandise. HLUB Conference and/or Wheaton College are not responsible for any loss or damages to any merchandise. This room will be open 1 hour before vendor/exhibitor hours and will close 30 minutes after vendor/exhibitor hours.

### LODGING & MEALS

HLUB Conference does not provide lodging and/or meals for Vendors/Exhibitors.

### LIABILITY

HLUB Conference, Hmong District of the C&MA, and/or Wheaton College are not liable for any damages or losses that may occur to a vendor or a vendor's property from any cause whatsoever. The Conference will not be providing security; therefore, vendors are solely responsible for their own booth merchandise.

## **USE OF SPACE**

All booth activities must be confined within the limits of the booth space. Each booth space includes an 8' x 8' table and two chairs. There must be sufficient space remaining to contain conference attendees visiting the booth. Vendors/Exhibitors may not move any furniture without prior consent of the Conference.

Vendors/Exhibitors shall not assign, sublease, or share the allotted space without the knowledge and consent of the Conference. A vendor not purchasing exhibit space will not be permitted to solicit business during the conference.

Interference with the light and/or space of other vendors/exhibitors is prohibited. The Conference reserves the right to require a vendor/exhibitor to alter a booth on site. Necessary changes shall be made at the vendor's/exhibitor's expense and are subject to the approval of the Conference.

## **OTHER**

HLUB Conference reserves the right to restrict and/or evict any and all Vendor/Exhibitor booth activities or persons that do not adhere to the rules and regulations, its beliefs and values, or conflicts with the message and purpose of the HLUB Conference. In the event of such a restriction or eviction, the Conference will not be liable for any refunds or other exhibit expenses.

For questions, please contact [registration@hmongdistrict.org](mailto:registration@hmongdistrict.org).

## EXHIBITOR RULES & REGULATIONS

1. Only two representatives per vendor booth are permitted and only those with proper identification as the appropriate vendor rep are allowed behind the booth table at any/all times. Attendees are not allowed behind booths, unless pre-approved by the Next Generation Director for the Hmong District of C&MA (Direct: 303-252-1793, Email: [nextgen@hmongdistrict.org](mailto:nextgen@hmongdistrict.org)).
2. Exhibitors/Vendors are not allowed to participate in any conference activities. Exhibitors/Vendors are allowed to join the general services (morning and evening).
3. Booths are not to be moved or switched at any time.
4. Exhibitors/Vendors should provide their own dolly/cart to move merchandise around and are responsible for handling their own merchandise.
5. Be respectful of other vendors and exhibitors around you.

Violation of the above Rules and Regulations will result in dismissal from HLUB Conference and from the Wheaton College property, without refund.

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