



# PROVEN STRATEGIES for **PLANNED GIVING**

SEPTEMBER 15-17, 2026  
TINLEY PARK, ILLINOIS

## SPONSORSHIP GUIDE

Presented by





## About Barnabas Foundation

Since 1976, Barnabas Foundation has helped generous Christians transfer their wealth in ways that honor God, provide for their families and support the ministries close to their hearts.

Specifically, we partner with Christ-honoring ministries (a.k.a. our “member ministries”) to help them promote and accept gifts that reduce taxes (stock, real estate, business interests, etc.), gifts that pay income and estate gifts.

Member ministries benefit from Barnabas Foundation’s resources and services in four key areas:

- » Distinctly Christian marketing content
- » Complex gift administration
- » Planning expertise for their supporters
- » Networking and training

## About the Event

Proven Strategies for Planned Giving provides professional development and networking opportunities for current and potential member ministries of Barnabas Foundation.

**Date:**

September 15-17, 2026

**Location:**

Tinley Park Convention Center, Tinley Park, IL  
(30 miles south of downtown Chicago)

**Format:**

The in-person 2½ day event includes 3 general sessions, several workshops, and numerous networking opportunities.

**Pricing:**

Registration is \$599

Discounts offered for member ministries, early bird registrations, and group bookings.

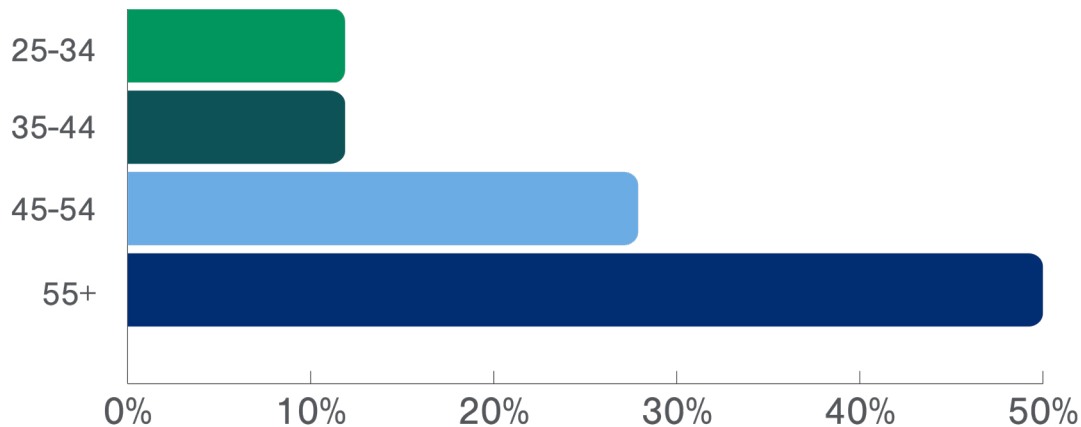


# Target Audience

In 2025, over 150 ministry leaders from across the United States attended Proven Strategies for Planned Giving. Attendees represented a variety of Christian nonprofit ministries, ranging from small Christian high schools and local service agencies to universities and international ministries – such as Compassion International, Navigators, Gideons and Awana.

Attendee ages range from 20-somethings just starting their careers to senior leaders. Below is the age breakdown for 2025 attendees, based on self-disclosed data on post-event evaluations.

## 2025 AGE OF ATTENDEES



**We anticipate 2026 will be our largest event attendance to date, with the expectation of drawing approximately 200 attendees (plus approximately 20-30 Barnabas Foundation staff) at Proven Strategies for Planned Giving.**

We believe this goal is attainable because of:

- » Increased marketing over the coming year
- » Barnabas Foundation's growing membership
- » Momentum and word of mouth from successful 2025 conference – over 70% of 2025 participants were first-time attendees of a Barnabas Foundation event!
- » Lack of competition for this specific type of event. The closest alternative is Charitable Gift Planner's annual conference, which many Christian ministries are no longer attending because of its increasingly secular focus.



# Marketing

Marketing efforts to promote the 2026 Proven Strategies for Planned Giving conference include:

- » Mailings to over 3,000 individual recipients. (current and potential member ministries)
  - » Save the Date postcard (January)
  - » Promotional packet, including brochure and cover letter (April)
  - » Early bird registration postcard (June)
- » Email promotion
  - » 10 promotional emails sent to current and potential member ministries between November 2025 and September 2026
  - » Monthly promotion in email newsletter to member contacts
- » Ongoing social media promotion (paid and organic)
- » Face-to-face promotion at member events and in one-on-one meetings with current and potential member ministries



## Sponsorship Requirements

Sponsorship opportunities are available to ministries, organizations, and individuals who meet the following criteria:

- » They provide expertise, resources, or services that enable Christians to be more effective in their professional or personal leadership AND/OR edify and support them in their walk with Christ.
- » They are supportive of our values, principles and statement of Christian faith, and they do not have a purpose or mission in conflict with these values, principles and beliefs. (For more information, visit [BarnabasFoundation.org](https://BarnabasFoundation.org).)
- » They do not offer resources or services that are in direct competition with the resources and services that Barnabas Foundation or current member ministries offer.
- » They are willing to help promote this conference to their constituents and contacts, for the good of all who will participate.

# What Others Are Saying

“Our exhibitor experience at Barnabas Foundation’s Proven Strategies for Planned Giving conference provided solid return on investment. The exhibitor space was centrally located, spacious, with good traffic flow, making it conducive for meaningful conversations with ministry-minded professionals. Barnabas Foundation’s staff was responsive and courteous. The informative breakout sessions and warm hospitality were icing on the cake for our team!”

David Tennyck  
Vice President of Advancement  
Shepherd’s College

“Visionworks once again attended and exhibited as a vendor at Barnabas Foundation’s annual conference. Our company participates in conventions across the country each year, and this event is one we always prioritize because of the conference’s exceptional organization, the high caliber of prospective clients we meet, and the valuable opportunities it provides to engage directly with decision-makers in our target markets.”

Kent Wallace  
President/Founder  
Visionworks Consulting Inc.

“Liberty Creative Solutions is honored to attend Barnabas Foundation’s conference. Not only is it imperative to support our partner in their message, but it gives us the opportunity to help others with similar needs. It was a great event, as usual!”

Kris Smith  
Account Representative  
Liberty Creative Solutions



# Our Commitment to You



- » We will do our best to find the intersection of purposes — ours and yours — and will work to make your participation in this conference a wonderful experience for all.
- » We will do our very best to encourage the attendees to connect with you; we will offer giveaways, and announcements.
- » We will listen to your suggestions and do our very best to accommodate your needs.

## Sponsorship Opportunities



Receive a \$250 early bird discount if application and payment is received by March 27, 2026.

|                                | Platinum  | Gold   | Silver  | Bronze  |
|--------------------------------|---|--|---|---|
| <b>Program</b>                 | <ul style="list-style-type: none"> <li>» Full page ad</li> <li>» Logo listed among sponsors</li> </ul>  | <ul style="list-style-type: none"> <li>» Full page ad</li> <li>» Logo listed among sponsors</li> </ul>   | <ul style="list-style-type: none"> <li>» Half page ad</li> <li>» Logo listed among sponsors</li> </ul>  | <ul style="list-style-type: none"> <li>» Logo listed among sponsors</li> </ul>  |
| <b>Additional Promotion</b>    | <ul style="list-style-type: none"> <li>» Ad during pre-session countdown slides (general sessions)</li> <li>» Recognition on event landing page and all promo emails</li> <li>» Logo listed among sponsors during countdown slides (general sessions)</li> <li>» Digital Banner Ad in Whova (limit to 2 platinum sponsors)</li> </ul> | <ul style="list-style-type: none"> <li>» Ad during pre-session countdown slides (general sessions)</li> <li>» Recognition on event landing page and all promo emails</li> <li>» Logo listed among sponsors during countdown slides (general sessions)</li> </ul> | <ul style="list-style-type: none"> <li>» Recognition on event landing page and all promo emails</li> <li>» Logo listed among sponsors during countdown slides (general sessions)</li> </ul> | <ul style="list-style-type: none"> <li>» Logo listed among sponsors during countdown slides (general sessions)</li> </ul> |
| <b>Exhibit Hall</b>            | 16' x 8' booth  | 10' x 8' booth   | 10' x 8' booth  | N/A   |
| <b>Conference Registration</b> | 3 Conference registrations  | 2 Conference registrations   | 2 Conference registrations  | N/A   |
| <b>Sponsorship</b>             | \$1,750   | \$1,250  | \$750   | \$500   |

# Promotional Add-Ons

## Sponsored Round Table

For \$250, you can reserve a table in the dining area, where attendees gather for breakfast and lunch. Use the table as you see fit, such as for individual meetings or to host a round table discussion on topics related to your expertise. Your reservation includes signage for your business and seating for eight.

## Digital Banner Ad in Whova (Conference App)

Limited to two platinum sponsors

The first two platinum-level sponsors to reserve and submit payment for their sponsorship will have the opportunity to place a scrolling digital ad, company description and short video within the Whova app to promote their business. Whova is the primary on-site communication tool for conference attendees as they use it to access the workshop schedule, downloadable resources, conference evaluations and more.



# Exhibit Hall



Silver and Gold Sponsorships include a 10' x 8' booth in the Exhibit Hall. Platinum sponsorship includes a 16' x 8' booth.

» Included in your booth

- » Pipe and draping
- » 6' table with tablecloth and skirting
- » 2 chairs
- » Wastebasket
- » Guest Wi-Fi

» Several add-ons are available for an additional fee, paid directly to the Tinley Park Convention Center. Visit [BarnabasFoundation.org/sponsor](http://BarnabasFoundation.org/sponsor) for additional information including a full list of add-ons, pricing and forms.

- » Dedicated internet connection
- » Power strip and electrical cords
- » Barstools
- » High-top tables
- » Laptops, monitors and other A/V Equipment
- » Easels, white boards, S-hooks and several other miscellaneous items

## Installation

Installation begins at 1:30 p.m. on Tuesday, September 15. All exhibits must be show-ready, and aisles cleared no later than 4:30 p.m. No exceptions.

## Tear-Down

Exhibits may be dismantled no earlier than 10:30 a.m. on Thursday, September 17. All exhibit materials must be removed from the exhibit space no later than 1 p.m. to avoid additional charges.

## Shipping

- » Shipments can be made directly to the Tinley Park Convention Center for a handling fee of .99 per pound. Packages will be delivered directly to your booth by convention center staff.
- » Shipping from the event should be prearranged with your preferred shipment service. Bring your clearly labeled packages to the Sales Office, and they will be transferred to the appropriate pick-up location by convention center staff.

Refer to the Tinley Park Convention Center Shipping and Receiving Form for shipping deadlines and detailed instructions. Visit [BarnabasFoundation.org/sponsor](http://BarnabasFoundation.org/sponsor) and scroll down to the Resources and Forms section.



# Exhibit Hall Schedule



The schedule is tentative and subject to change.

## TUESDAY, SEPTEMBER 15

5-6 p.m.

|  |                |
|--|----------------|
| Installation.....                          | 1:30-4:30 p.m. |
| <b>Exhibit Hall Grand Opening</b> .....    | 5-6 p.m.       |
| Dinner ( <i>Exhibit Hall Closed</i> )..... | 6 p.m.         |

## WEDNESDAY, SEPTEMBER 16

7:30 a.m.-5:30 p.m.

|   |                |
|---|----------------|
| <b>Breakfast</b> .....                                | 7:30-8:30 a.m. |
| <i>(General Session: 8:30-10 a.m.)</i>                |                |
| <b>Morning Break</b> .....                            | 10-10:30 a.m.  |
| <i>(Intensives and Workshops: 10:30 a.m.-12 p.m.)</i> |                |
| <b>Lunch</b> .....                                    | 12-1 p.m.      |
| <i>(Intensives and Workshops: 1-2:30 p.m.)</i>        |                |
| <b>Afternoon Break</b> .....                          | 2:30-3 p.m.    |
| <i>(Intensives and Workshops: 3-4:30 p.m.)</i>        |                |
| <b>Consults &amp; Free Time</b> .....                 | 4:30-5:30 p.m. |

## THURSDAY, SEPTEMBER 17

7:30 a.m.-1 p.m.

|  |                   |
|--|-------------------|
| <b>Breakfast</b> .....                                       | 7:30-8:30 a.m.    |
| <i>(Drawing takes place immediately following breakfast)</i> |                   |
| <i>(Intensives and Workshops: 8:30-10 a.m.)</i>              |                   |
| <b>Morning Break</b> .....                                   | 10-10:30 a.m.     |
| <i>(Drawing winners claim prizes during break)</i>           |                   |
| <i>(General Session: 10:30 a.m.-12 p.m.)</i>                 |                   |
| <b>Lunch</b> .....   | 12-1 p.m.         |
| <b>Tear-Down</b> .....                                       | 10:30 a.m.-1 p.m. |

### PLEASE NOTE:

- Please make sure your booth is staffed during the bolded times (breakfast, lunch and breaks), when most of the Exhibit Hall traffic is expected.
- Exhibit Hall is situated in an open lobby area that will remain accessible throughout each day's full schedule of activities.
- Except for during Tuesday's dinner, Barnabas Foundation staff will remain stationed in the Exhibit Hall whenever the lobby is open. We cannot, however, be held responsible for any lost or stolen items that have been left unattended in your exhibit space.

### Exhibit Hall Passport and Drawing Give-Aways



To encourage active participation in the Exhibit Hall, each attendee will receive an Exhibit Hall Passport to be signed by the sponsors of each booth. Everyone who turns in a completed passport will be entered into a drawing for prizes.

You are encouraged, but not obligated, to contribute a prize for the drawing. Winners will claim their prizes from the corresponding sponsor booths during morning break on Thursday.



# Creative Specifications for Advertising and Promotion

Your sponsorship includes advertising and promotional opportunities for which we'll need your artwork, content, and/or creative direction. Please submit all assets by the due dates specified below. Delays may result in missed promotional opportunities.

## Logo and Website URL *(All Sponsorship Levels)*

Your logo and website will be used in a number of ways, including on the conference landing page and in promotional emails. Once you have been confirmed as an exhibitor, please immediately provide:

- Full-resolution logo (png or eps) saved at 300 dpi (CMYK)
- Website URL

## Printed Program Ad *(Silver, Gold, Platinum)*

- Ad Dimensions:
  - Finished size of the program: 5.5" x 9"
  - Full-page ad (gold and platinum): 5.75" x 9.25" (vertical, includes .25" bleed)
  - Half-page ad (silver): 5.75" x 4.75" (horizontal, includes .25" bleed)
- Files should be saved at 300 dpi at the final printed size with embedded fonts and images.
- All color images and type and graphics need to be set to process color (CMYK).

## Digital On-Screen Ad, General Sessions *(Gold, Platinum)*

- Digital ads will be shown on the main screen immediately before and after general sessions.
- Dimensions: 1920 px x 1080 px
- Files should be saved 72 dpi

## Digital Banner Ad in Whova *(Conference App)*

Up to two platinum sponsors will have the opportunity to place a scrolling digital ad within the Whova app.

- Ad size:
  - Dimensions: 710 px x 210 px
  - Files should be saved as jpg/jpeg, png with max file size of 10 MB
- Slogan: 100-character text
- Company description
- Video:
  - Video link: Youtube, Vimeo
  - Max file size: 3 GB

## Sponsored Round Table *(Add-On Opportunity, Limited)*

Using your company name and logo, our team will produce:

- Reserved sign for your table
- Directional signage

You have the option to place additional signage and promotional materials at your table, which you will need to bring with you to the event.

## Online Submission Form

 [BarnabasFoundation.org/sponsor](https://BarnabasFoundation.org/sponsor)

For questions or assistance, email [BFEvents@BarnabasFoundation.org](mailto:BFEvents@BarnabasFoundation.org) or call 888.448.3040, x226.

## Submission Details

Please submit your logo as soon as your sponsorship is confirmed, so we can begin promoting your sponsorship right away.

All other assets are due on or before **July 10**.

# Sponsorship Timeline



**MARCH 27** ----- Application and payment deadline to reserve early bird pricing

**JUNE 26** ----- Application and payment deadline to reserve sponsorship\*

**JULY 10** ----- Artwork for program ad and digital on-screen ad due

**AUGUST 7** ----- Tinley Park Convention Center Exhibitor Services order form and Audio Visual Productions order form due

**AUGUST 28** ----- Exhibitor booth personnel registration due

**SEPTEMBER 15** ----- Exhibitor load-in, 1:30-4 p.m.

**SEPTEMBER 17** ----- Exhibitor tear-down, 10:30-1 p.m.



## **\*Cancellation Policy:**

Before June 26: Full Refund  
Before July 17: 50% Refund  
After July 17: No Refund



## Lodging

A limited block of rooms with a special rate of \$159 (plus tax) per room has been reserved for conference attendees at the EVEN Hotel Tinley Park, attached to the Tinley Park Convention Center.

Booking By Phone: Call **708.444.1100** and reference the Barnabas Foundation conference.

Booking Online: Visit [www.evenhotels.com/chitinleypark](http://www.evenhotels.com/chitinleypark) and use group code: **BAR**


---

## Contact

To learn more or secure your sponsorship for Proven Strategies for Planned Giving, contact:



**Shannon Martin**  
Member Relations Associate

 888.448.3040

 [BFevents@BarnabasFoundation.org](mailto:BFevents@BarnabasFoundation.org)

# 2026 SPONSOR APPLICATION AND CONTRACT



PROVEN STRATEGIES  
for **PLANNED GIVING**

\*Receive a \$250 early bird discount if payment is received by March 27, 2026.

Submit this form at [BarnabasFoundation.org/sponsor](http://BarnabasFoundation.org/sponsor)

## Sponsorship Package *(Select one)*

**Platinum**     **\$1,750**

Includes 16' x 8' booth, full-page program ad, digital ad, 3 conference registrations

**Gold**     **\$1,250**

Includes 10' x 8' booth, full-page program ad, digital ad, 2 conference registrations

**Silver**     **\$750**

Includes 10' x 8' booth, half-page program ad, 2 conference registrations

**Bronze**     **\$500**

Includes logo listed among sponsors on digital screens and in printed program

## Add Ons

### Digital Banner Ad in Whova

Up to two platinum sponsors will have the opportunity to place a scrolling digital ad within the Whova app. See page 10 for details

### Sponsored Round Table

**\$250**

Includes a reserved table with signage and seating for 8, including breakfasts Wednesday and Thursday and lunches Tuesday and Wednesday

## Contact Information

Company Name

Exactly as you wish it to appear in the printed program and on exhibit signage.

Name of Contact Person

Title

Address

City

State

ZIP

Email

Mobile Phone



## Contact Signature

On behalf of said company or organization, I, as the duly authorized representative of the undersigned company or organization, subscribe to all the terms, conditions, authorizations and covenants contained in the Sponsor Application, Contract, and General Information, Rules and Regulations. I understand that this contract is not valid and confers no rights until payment is made, it is accepted by Barnabas Foundation, and I receive confirmation of that acceptance.

|                                    |                               |                      |
|------------------------------------|-------------------------------|----------------------|
| Name                               | Title                         | Date                 |
| <input type="text"/>               | <input type="text"/>          | <input type="text"/> |
| Company                            | Company Signature             |                      |
| <input type="text"/>               | <input type="text"/>          |                      |
| Barnabas Foundation Representative | Barnabas Foundation Signature | Date                 |
| <input type="text"/>               | <input type="text"/>          | <input type="text"/> |

## Payment

Direct Deposit into Barnabas Foundation's account:

Providence Bank                      ABA/Routing Transit #071926375  
630 E 162nd St                      Bank Account #04250270  
South Holland, IL 60473          Checking  
708.333.0700

Please notify Jodi Jonkman when ACH has been sent by emailing [BFEvents@BarnabasFoundation.org](mailto:BFEvents@BarnabasFoundation.org) with "Conference Sponsorship Payment" in the subject line.

Check Please make check payable to Barnabas Foundation.

Mailing Address:  
Barnabas Foundation  
Attn: Jodi Jonkman  
3801 Eagle Nest Dr  
Crete, IL 60417-1993



# General Information, Rules and Regulations

**The General Information, Rules and Regulations, hereinafter stated, comprises the legally binding terms and agreements between the Exhibitor and Barnabas Foundation. By signing and submitting the Application and Contract, you agree to honor and abide by the terms of this agreement as hereinafter stated and as applies to the Proven Strategies for Planned Giving Conference, September 15-17, 2026, Tinley Park Convention Center; Tinley Park, Illinois.**

## 1. Convention Exhibition Sponsorship.

The Exhibition is sponsored and managed by Barnabas Foundation and Tinley Park Convention Center.

**2. Application and Contract.** Each Exhibitor is required to sign the Application and Contract. By doing so, he or she subscribes to the General Information, Rules, and Regulations, which are part of the Application and Contract. The terms of the Application and Contract can be revised only upon written agreement of both parties. All booth personnel must register, either online or via mail prior to August 28, 2026.

**3. Exhibition Dates.** The dates of the exhibition are as follows: Set-up, grand opening, and exhibit hours Tuesday, September 15, 2026; exhibit hours Wednesday, September 16, 2026; exhibit hours and tear-down Thursday, September 17, 2026.

**4. Admissions.** Barnabas Foundation reserves the right to refuse exhibit space to any applicant for any reason. In addition, Barnabas Foundation reserves the right to refuse exhibit space to any exhibitor if, after the acceptance of the Application and Contract, information should come to the attention of Barnabas Foundation, which in the reasonable judgment of Barnabas Foundation, demonstrates that the proposed exhibit would be inconsistent with the principles espoused by Barnabas Foundation or unfavorable to the public reputation of Barnabas Foundation. In the event Barnabas Foundation should exercise this right, any deposit and exhibit fees paid to Barnabas Foundation shall be refunded, except that if the denial of exhibit space shall be for failure or refusal of the exhibitor to comply with the terms set forth elsewhere in this Application and Contract, the denial of exhibit space shall be treated as a cancellation by the exhibitor.

**5. Assignment of Space.** Barnabas Foundation will assign exhibition spaces based on the floor plan, needs of each exhibitor and the conference as a whole. If you have a preferred location for your booth, please communicate that preference to Barnabas Foundation, and we will do our best to honor your request. Barnabas Foundation reserves the right to make modifications to the published floor plan and/or shift spaces at any time if, in Barnabas Foundation's judgment, it becomes necessary to do so.

**6. Exhibitor Personnel Registration.** Each 10' x 8' exhibit booth purchased includes two booth personnel registrations, and each 16' x 8' exhibit booth includes up to four booth personnel registrations. Exhibit booth registrations admit exhibitors to the Exhibit Hall only. Additional fees and separate registration are required for other conference components, if so desired. Please contact Barnabas Foundation for details. Name badges must be worn by exhibitor representatives during all set-up/tear-down periods and all official Exhibit Hall hours.

**7. Cancellation of Space.** In the event Barnabas Foundation has assigned space and the exhibitor desires to cancel the contract, Barnabas Foundation will refund the deposit and exhibitor fees paid to Barnabas Foundation if written notification is received by Barnabas Foundation on or before June 26, 2026. If written or emailed notification is received by Barnabas Foundation after June 26, 2026, but before July 17, 2026, Barnabas Foundation will refund 50% of the total exhibitor fees. If written or emailed notification is received after July 17, 2026, there is no refund.

**8. Default of Occupancy.** Any exhibitor failing to occupy any space contracted by 4:30 p.m., Tuesday, September 15, 2026, defaults their exhibit space. In the event of default, all obligations of Barnabas Foundation to Exhibitor hereunder shall cease and Barnabas Foundation shall have the right to use said space to suit its convenience, including selling the space to another exhibitor without any rebate or allowance to the defaulting Exhibitor.

**9. Subletting Space.** No exhibitor shall assign, sublet, or share the space allotted without written consent of Barnabas Foundation.

**10. Conformance to Laws.** Exhibitor agrees for himself or herself and his/her employees to use contracted space for lawful purposes only and will conform to all laws, ordinances, and regulations of Tinley Park, Illinois. The exhibitor must comply with all local and hotel safety, fire, and health ordinances for the installation and operation of equipment.

**11. Decorator Rules and Regulations.** Exhibitor agrees to conform to all rules and regulations of the exhibition's official decorator, as detailed in the Tinley Park Convention Center Exhibitor Guide. Barnabas Foundation is not responsible for the decorator and/or convention center personnel, nor can Barnabas Foundation guarantee that services and/or utilities promised by the decorator and/or Convention Center shall be available during the exhibition.

**12. Shipment of Exhibit Materials.** Exhibitor shall make arrangements for shipment and delivery of materials to the Tinley Park Convention Center. Neither the Convention Center nor Barnabas Foundation assumes any

responsibility for display materials that are lost or damaged in shipping. Refer to Tinley Park Convention Center Shipping and Receiving Form for shipping deadlines and instructions.

**13. Exhibit Space.** Exhibitor must return, in the same condition as was found/delivered, all host facility property and space used during the exhibition. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save Barnabas Foundation, the Tinley Park Convention Center, and their employees and agents harmless against all claims, losses and damages to persons and property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitor installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the Tinley Park Convention Center and its employees and agents. In addition, Exhibitor acknowledges that neither Barnabas Foundation nor the Tinley Park Convention Center maintains insurance covering exhibitors' property and that it is the sole responsibility of each exhibitor to obtain business interruption and/or property damage and/or insurance covering such losses by any exhibitor.

**14. Order Taking and On-Site Sales.** All vendors that sell tangible goods at their booth are required to collect and remit Illinois sales taxes. The exhibitor hereby indemnifies Barnabas Foundation from any and all liability related to the State of Illinois or Cook County sales taxes or required licenses that result from the exhibitor's appearance at this conference.

**15. Security.** Barnabas Foundation and Convention Center staff will be available in the Exhibit Hall throughout the conference, but neither Barnabas Foundation nor Tinley Park Convention Center shall be liable for any damage or theft to the exhibitor's display or property. In the event that Barnabas Foundation contracts with additional security personnel, that security is provided for Barnabas Foundation and its guests and not for the protection of exhibitor, exhibitor's property, or exhibitor's workers.

**16. Delivery and Removal.** Under no circumstances will the delivery or removal of any portion of an exhibit be permitted during the Exhibit Hall hours without permission first being secured in writing from Barnabas Foundation.

**17. Limitation on Promotion and Demonstrations.** During the Conference and Exhibition, all demonstrations, promotional activities, and distribution of materials must be confined within the limits of the exhibit booth(s) in the Exhibit Hall. The playing of loud music, videos, films, or the like, or any other loud or distracting activity that could be objectionable to neighboring exhibitors is prohibited.

(Continued)

# General Information, Rules and Regulations (Continued)

**18. Show Floor Restrictions.** Access to the show floor during set-up (load-in) and tear-down (load-out) times will be restricted to officially-registered exhibitor personnel and/or their designated EACs. Absolutely no one under 18 years of age will be permitted on the show floor during these set-up/tear-down times. To maintain a professional and safe atmosphere, the following are prohibited from the Exhibit Hall floor during public hours: children younger than 18 years old; infant/toddler strollers; roller bags/suitcases.

**19. Copyrights.** Exhibitor warrants that all copyrighted material to be performed or played has been duly authorized or licensed by the copyright owners or their representatives and agrees to indemnify and hold Barnabas Foundation harmless from any and all claims, losses, expenses, including legal fees, which might arise from questions of use of any such material described above.

**20. Use of Space.** Exhibitor's display, equipment, and materials shall be confined to the actual dimensions of the booth space contracted. Height of display should not be such that it could be objectionable to other neighboring exhibitors. Aisles may not be used by the Exhibitor. The Exhibitor is responsible for maintaining a neat and clean booth. All tables must be either finished or draped.

**21. Exclusions.** Firms or organizations not assigned space in the exhibit area will be prohibited from exhibiting or soliciting business within the exhibition or conference area. Smoking and alcoholic beverages are not permitted on the exhibit floor.

**22. Insurance.** It shall be the responsibility of the exhibitor to provide for his or her own insurance needs. Barnabas Foundation shall not provide insurance for the exhibitor. Neither Barnabas Foundation, its employees, officers, agents, directors, volunteers, or affiliates shall be liable for any injury, loss, or damage to person or property of exhibitor, its employees, agents, and invitees except to the extent that such injury, loss, or damage is caused directly and proximately by substantial negligence on the part of Barnabas Foundation or its employees. Exhibitor by its execution of this contract expressly waives the right to claim any such excluded liabilities against Barnabas Foundation and its respective employees, officers, agents, directors, volunteers, or affiliates and acknowledges that it will neither hold nor attempt to hold the organization or any such person liable for any cause whatsoever other than injuries or damages occasioned directly and proximately by the substantial negligence of such persons. Further, neither Barnabas Foundation, nor its respective employees, officers, agents, directors, volunteers, or affiliates shall be liable for failure of the scheduled exhibition to be held due to fire, water damage, public emergency, strikes, other labor disputes, boycotts, cancellation of

facility contracts, or acts of God beyond the power or control of Barnabas Foundation to prevent. Further, neither Barnabas Foundation, nor its respective agents, employees, officers, volunteers, or directors shall be liable for any failure or unavailability of utilities or any hotel or decorator services or personnel. In the event that Barnabas Foundation, or any of its agents, shall receive a claim or complaint, which in part or in whole arises from exhibitor's actions or failure to act, exhibitor shall indemnify and hold Barnabas Foundation, its respective agents, employees, officers, volunteers, or directors harmless from any claim, loss, or liability resulting therefrom.

**23. Accommodations.** Exhibitors qualify for the special Barnabas Foundation conference room rates at the conference hotel's terms and conditions. Visit [BarnabasFoundation.org/proven-strategies](http://BarnabasFoundation.org/proven-strategies) for the official discounted conference room rate and cut-off date. The discounted rate will be honored until August 24, 2026 or until the room block is filled.

**24. Governing Law.** All disputes under this Agreement shall be decided under the laws of the State of Illinois, without regard to conflicts of laws principles.

**25. Christian Arbitration.** Any claim or dispute arising from or related to this Agreement shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker Ministries. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this Agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

**See the Tinley Park Convention Center Exhibitor Guide at [www.tinleyparkconventioncenter.net/exhibitor](http://www.tinleyparkconventioncenter.net/exhibitor) for additional rules and regulations.**