



HARDING
U N I V E R S I T Y

ANNUAL FALL LECTURESHIP

VENDOR INFORMATION & REGISTRATION

Dear Lectureship vendors:

Greetings from the campus of Harding University where we are already making preparations for our 89th Annual Bible Lectureship, September 30-Oct. 3, 2012! Each fall hundreds of guests from across the U. S. and around the world come to Searcy for this special four-day event.

An important part of Lectureship is the exhibit area where ministries are highlighted and where related merchandise is sold. We are glad that you are considering coming to the 2012 Lectureship as a vendor, and we want to do whatever we can to make this the best possible experience for you. On the pages ahead, you will find the information you will need in making this decision and a registration form for your use if you decide to come. Please let us know if there is any way we can help you.

Sincerely,

Bruce McLarty
Lectureship Director

If you do not find the information you need on the following pages, please contact:

Martha Hodges
Lectureship Coordinator
501-279-5123
mhodes@harding.edu

Exhibitors ' Schedule

Booth Set-up

Sunday 2:00 p.m. - 7:00 p.m.

Booths Open

Sunday 5:00 p.m. - 9:00 p.m.

Monday 8:00 a.m. - 9:00 p.m.

Tuesday 8:00 a.m. - 9:00 p.m.

Wednesday 8:00 a.m. - 4:00 p.m.

Booth Strike

Wednesday 4:00 p.m.

Lectureship Staff

Dr. Bruce McLarty serves as the Director of Lectureship. Support staff will be at Lectureship Central located in the McInteer Rotunda. It will be staffed from 8:00 a.m. to 9:00 p.m. each day to answer questions you may have. There will be at least one person whose primary responsibility will be overseeing all vendors and booths.

Registration/Booth Fees

Your booth is not reserved until we receive your completed form and the correct registration fee. All registration documents and applicable fees are due IN FULL by the Vendor Registration Deadline. We will confirm your reservation upon receipt of your registration form and fee.

Advertising

Along with your booth space, table, and chairs, your registration fee includes one PowerPoint slide for advertising purposes. If you wish, it will be shown each night in the Benson Auditorium before the keynote speaker. Please send us camera-ready art by September 5. We cannot be responsible for creating or editing your slide.

Food & Drinks

Due to Harding's contractual agreement with Aramark, vendors cannot sell or give away food or beverages of any kind.

Unloading Your Vehicle

On Sunday afternoon the McInteer Center, the Student Center, and the Benson Lobby will be open. We ask that you park behind the buildings in the Market Street parking lots to unload your vehicle. Products and displays still may be brought in Sunday night. You are responsible for providing the means to carry them in including dollies and handcarts.

Harding University Rules

Because the Lectureship is held on the campus of Harding University, all University rules apply (prohibitions against smoking, pets, shorts, etc.)

Music

Harding University is an a cappella (non-instrumental) institution. All religious music, whether on tape, CD, or live, must be vocal only (no musical instruments). This includes tapes and CDs for sale.

Sound Levels

Sound producing equipment must be kept to minimal levels. During lunch and dinner hours, and between classes, please keep the sound levels to accommodate only those people standing in front of your display. Bass level must be kept turned down at all times. Speakers and amplifiers on the floor must have padding under them to prevent sound from carrying too far.

Electricity

Booths will have access to electricity. However, **you will need to provide your own 3-prong extension cord**. We recommend a 50' cord to connect to power supplies.

Details about the Exhibit Areas/Booths

Included in each booth will be one table and two folding chairs, all of which will be in place upon your arrival. The tables are 6' x 2'. The booth space is about 8 feet. Extra chairs are available upon request for no additional charge, subject to availability. The reservation form asks questions about individual needs. We need as much information from you as possible to best meet your needs.

We will do our best to accommodate your location request, but this is not always possible. We ask that each exhibitor be considerate of neighboring exhibitors when setting up, keeping in mind how each display might affect the visibility of others.

We reserve the right to place booths where we deem necessary. **If you need more room than the allotted 8 feet, you must pay for additional space, subject to availability.** Further, we reserve the right to limit the number of tables reserved and the type of displays. We also reserve the right to refuse any display.

Security within the Booths

Please do not leave purses, billfolds or other items of personal value in an unoccupied booth. We cannot guarantee they will be there when you return. Remove all cash from cash drawers, and leave the drawer open showing that it is empty.

Emergency Procedures

In case of emergency, contact Lectureship Central at 501-279-5123 or Harding Public Safety (in the American Heritage building) at 501-279-5000.

A Final Word

The purpose of the Harding Lectureship is not primarily to provide a place for exhibitors. However, you complement the lectureship by giving our guests different ways to share the Word of God. Thank you again for being a part of this.

Harding University Lectureship Vendor Registration Form

Organization Information

Contact Person: _____ Date Submitted: _____

Company or Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

E-mail: _____

Church congregation affiliation: _____

Please list the names of all the representatives who will be staffing the booth:

Please provide a short description of the products and services available in your booth: _____

Booth Information

VENDOR FEE: Number of exhibit spaces needed _____

First space: \$ 100.00

If display is wider than 8 feet, add an additional \$50.00 to first \$100.00: \$ _____

Additional spaces (\$50.00 each): \$ _____

TOTAL \$ _____

Does your display require electricity? YES NO

Do you have a freestanding display? YES NO If so what is the height and width (in feet) of your backdrop? HEIGHT _____ WIDTH _____

PLEASE MAIL TO:
Lectureship
H. U. Box 12280
Searcy, AR 72149-2280