Dear Lectureship Vendors –

Greetings from the campus of Harding University where we are already making preparations for our 93rd Annual Bible Lectureship, September 25-28, 2016! 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 2016 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 the 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,

Dan Williams
Lectureship Director
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 take-Down Wednesday  4:00 p.m.

Lectureship Staff

Dr. Dan Williams serves as the Lectureship Director. Support staff will be at Lectureship Central, located in the McInteer Rotunda. It will be staffed from 8:00 a.m. – 9:00 p.m. each day to answer questions that you may have. Kevin Gormany will be overseeing all vendors and booths.

Registration/Booth Fees

Your booth is not reserved until we receive your complete form and the correct registration fee. We will confirm your reservation upon receipt of your registration fee and form. Please note that our vendor booths filled up quickly last year and we were unable to accommodate all who requested a spot. Please send your registration material in early to ensure a place. **New in 2016, the state of Arkansas is requiring that Harding pay sales tax and a short-term rental tax on our exhibit areas. Please note that new line on the registration form.

Advertising

During Lectureship, we offer a nightly Powerpoint presentation in the Benson Auditorium before and after each keynote session. If your registration is submitted before December 1, 2015, there is no charge for this service. Exhibitors registering after December 1 must include an additional $20 if they wish to be included in the advertisement slideshow. If you would like to have your organization advertised in this presentation, please email an advertisement slide to us no later than September 1, 2016. You may send it as a ppt, jpeg or PDF file.

Food and 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 for you to set up your display. Please park behind the McInteer Center, off of Market Street, and come to Lectureship Central to find out where your booth is located. You will need to provide the means for carrying your display material in — including dollies and hand carts.

Harding University Rules

Because Lectureship is held on the campus of Harding University, all University rules apply (prohibitions against smoking, shorts, pets, 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 CD’s for sale. Sound producing equipment must be kept to a minimal level. 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 down at all times. Speakers and amplifiers on the floor must have padding under them to keep sound from travelling 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 your power supply.
Details about the Exhibit Areas/Booths

Included with each booth will be one table and 2 folding chairs, all of which will be in place when you arrive. The tables are 6’x2’. The booth space is about 8 feet. Extra chairs are available on 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 may 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 may purchase one additional space, subject to availability. We reserve the right to refuse any display.

Security Within Booths

Please do not leave any valuables in an unoccupied booth. We cannot be responsible for the security of these items. 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 University Public Safety (in the David B. Burks 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.

If you require further assistance, please contact our office at (501)279-4449 or email us at lectureship@harding.edu.
Harding University Lectureship Vendor Form - 2016

Organization Information

Contact Person: ________________________________ Date Submitted: __________________

Organization: __________________________________________________________________________

Mailing Address: __________________________________________________________________________

City / State / Zip: __________________________________________________________________________

E-mail: ___________________________________________________________________________________

Phone: ________________________ Cell: ________________________ Fax: ________________________

Church Congregation Affiliation: __________________________________________________________________________

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

________________________________________________________________________________________

Please provide a short description of the products, services and information available at your booth:

________________________________________________________________________________________

________________________________________________________________________________________

Payment Information:

VENDOR FEE: $100 for McInteer and Student Center
or $50 for Benson lobby

2nd Booth: $100.00 (subject to availability)

Ad Fee: $20 (if registering after Dec. 1) *optional*

10.5% Sales and Usage Tax *new for 2016; required for all vendors

TOTAL DUE: $ ___________________________

Make checks payable to Harding University and mail completed form with payment to: Lectureship HU Box 12280 Searcy, AR 72149

To submit by email, send form to lectureship@harding.edu. For credit card payment, please call 501-279-4449

A confirmation email will be sent upon receipt. Booths are reserved on a first-come, first-served basis.