



# **ANNUAL FALL LECTURESHIP**

## **EXHIBITOR INFORMATION AND REGISTRATION**

Dear Lectureship Exhibitors –

Greetings from the campus of Harding University where we are already making preparations for our 96th Annual Bible Lectureship, September 29 – October 2, 2019! 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 2019 Lectureship as an Exhibitor 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***

<b>Booth Set-Up</b>	Sunday	2:00 p.m. – 7:00 p.m.
<b>Booths Open</b>	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.
<b>Booth take-Down</b>	Wednesday	4:00 p.m.

### ***Lectureship Staff***

Dr. Dan Williams serves as the Lectureship Director. Support staff will be at Lectureship Crossroads, 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.

### ***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 Exhibitor 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.

### ***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, 2018, 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, 2019. You may send it as a ppt, jpeg or PDF file.

### ***Food and Drinks***

Due to Harding's contractual agreement with Aramark, Exhibitors 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 Crossroads 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 Crossroads at (501)279-4449 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](mailto:lectureship@harding.edu).**

# Harding University Lectureship Exhibitor Form - 2019

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

**Payment Information :**

The **Ad Fee** is for an advertisement slide for your organization in the nightly PowerPoint show that scrolls before and after the keynote. It is optional and free to exhibitors registering before 12-1-18.

EXHIBITOR FEE : \$150 for McInteer and Student Center or \$75 for Benson lobby	_____
2 <sup>nd</sup> Booth : \$150.00 (subject to availability)	+ _____
Ad Fee : \$20 (if registering after Dec. 1) *optional*	+ _____

**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](mailto: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.