



RCMA* Information, Rules and Regulations

The Religious Conference Management Association's 2025 Emerge Conference is a significant gathering of professionals who plan and manage meetings, conferences and conventions for religious organizations.

1. MEMBER CONTACT

Booth Staff/exhibitor participants will have extensive contact with RCMA members throughout the Conference and Exchange, including the meal functions, special programs and educational sessions.

Exchange exhibition hours are Tuesday, January 7 from 10:00 a.m. - 12:30 p.m. and Wednesday, January 8 from 2:00 - 4:30 p.m.

Also, several other networking opportunities exist in the event schedule, including a free night on Tuesday, January 7th. Exhibitors are welcome to extend invitations to dinner or an event that evening to any planner.

2. EXHIBIT SPACE ASSIGNMENTS

Organizations that have purchased "sponsorship packages" by August 31, 2024, will be given an opportunity to choose preferred booth space location. All others may choose booth space location on a first come, first serve basis. Notwithstanding the above, RCMA reserves the right to change the floor plan or change the location assigned, the exhibitor at any time as it may, in its sole discretion, deem necessary in the best interest of Exchange 2025. The Exchange will take place in the Phoenix Convention Center.

3. BOOTH SPACE SPECIFICATIONS - IAEE Guideline for Display Rules & Regulations is in use.

Standard booths are 10' wide x 10' deep. Table-top or floor displays are permitted, providing they do not exceed the 8' high backdrop or 4' in depth from the back of the booth. Sides of the display must be masked. In any portion of the booth beyond 5' from the rear background of the booth, all parts of the exhibit shall not exceed 4' from the building floor. If the height of your backdrop or booth dimensions do not meet these specifications, please contact Debbie Hochstetler at dhochstetler@rcmaweb.org.

End-cap booths are 20' wide x 10' deep. The maximum back wall height of 8' is allowed only in the rear half of the booth space and within 3' of the two side aisles. In any portion of the booth beyond 4' from the rear background of the booth, all parts of the exhibit shall not exceed 4' from the building floor.

Island booths are 20' wide x 20' deep. The entire cubic content of the space may be used up to the maximum allowable height of 16'.

4. FEES: BOOTH & REGISTRATION

Booth Fees: Booth pricing is below and **does not** include registration fees for booth personnel.

Standard Inline Booth (10' D x 10' W)	\$ 1,950 (U.S.)
Corner Booth (10' D x 10' W)	\$ 2,200 (U.S.)
End cap / Peninsula Booth (10' D x 20' W)	\$ 4,750 (U.S.)
Island Booth (20' D x 20' W):	\$ 8,800 (U.S.)

Registration Fees:

RCMA Associate Member: **\$795.00** (U.S.) and Non-Associate Member: **\$995.00** (U.S.)

The registration fee for each person in an exhibit booth who is currently an associate member of RCMA is \$795 (U.S.). The registration fee for each person in an exhibit booth who is a non-member of RCMA is \$995. This fee entitles the registrant to total participation in Emerge 2025 including all official meal functions, opening reception, educational sessions and special events. A maximum of three (3) people may be registered in one 10' x 10' booth or booth equivalent.

NOTE: A photographer, demonstrator, artisan, model or any other person are permitted with the prior consent of RCMA. An official name badge and fee will be administered. A person registered as a spouse will not be permitted to work in the exhibit booth.

5. **FURNISHINGS**

Furnishings supplied by RCMA as part of the booth fee are as follows (for each 10 x 10' booth):

Booth identification sign (7" x 44")	Skirted display table (6')	Standard carpet
Pipe and drape	Two (2) chairs (Optional 3 rd available)	

Additional furnishings such as upgraded carpeting, or special work such as electrical, may be ordered through Fern, our official decorator. Requisition forms, together with the schedule of prices, will be emailed by Fern, in advance of the Conference to the booth holder.

6. **MOVE-IN/MOVE-OUT**

Exchange 2025 - Move-in is scheduled for 8:00 a.m. – 6:00 p.m., Monday, January 6.

Exchange 2025 - Move-out: Each organization is required to keep its space fully staffed during Exchange 2025 hours and until 4:30 p.m. on Wednesday, January 8, 2025. No packing may be started before 4:30 p.m., January 8. All materials must be removed from the Expo Hall by 7:00 p.m. on that day.

7. **EXHIBITOR REGISTRATION AND HOUSING**

RCMA housing information will be included in the official confirmation that is emailed to all paid and registered exhibit personnel.

8. **PAYMENT FOR BOOTH AND REGISTRATION**

Online requests for exhibit space will be considered only if full payment for each booth requested is received within 30 days. Checks must be in U.S. funds and made payable to RCMA. RCMA reserves the right to cancel and resell unpaid booths after 30 days.

9. **CANCELLATION POLICY**

A. Booths - All requests for cancellation of exhibit space must be submitted in writing to RCMA before December 13, 2024. Refunds will not be made unless space is resold to another Exhibitor by RCMA. Cancellations after December 13th or failure to occupy the space during Emerge, for any reason are not refundable.

B. Registrations - The individual registration fee will be refunded in full if the cancellation is received in writing to RCMA on or before December 13, 2024. No refunds will be given after this date. All requests must be in writing.

10. **ACTIVITIES BEYOND OFFICIAL PROGRAM**

Exhibitors agree to refrain from hosting any activity, transportation, meal, reception, entertainment or event involving an RCMA member or members during the 2025 Emerge Conference which conflicts with any scheduled activity. Tuesday evening, January 7th, beginning at 5:00 pm, has been expressly designed for exhibitors to have one-on-one time with RCMA members.

11. **SHIPPING INSTRUCTIONS**

The participating Exhibitor agrees to ship or hand carry, at its own risk and expense, all materials to be displayed. Information from the Official Decorator, acceptance of shipments, etc. will be supplied to exhibitors in a service kit.

12. **HANDLING AND STORAGE**

RCMA and the owners or managers of the facility where Exchange 2025 is to be held shall not accept or store display materials or empty crates, and Exhibitor shall make its own arrangements for shipment, delivery, receipt and storage of such materials and empty crates. Such arrangements may be made through Fern if desired, and the Exhibitor shall in any event provide Fern with copies of all bills of lading. All shipments and deliveries shall be prepaid. The Exhibitor shall not incur any obligation to Fern merely by reason of providing copies of any bills of lading hereunder.

13. **SPECIAL INSTRUCTIONS**

- A. Exhibitors are permitted to use sound equipment provided the sound does not disrupt the neighboring exhibits. RCMA reserves the right to regulate the level of sound.
- B. Exhibitors must refrain from using large, flashing video displays that disrupt the normal usage of neighboring exhibits. RCMA reserves the right to remove such videos.
- C. Exhibitors must confine their activities to the space for which they contracted and not stand in the aisles.
- D. Distribution of literature or souvenirs is permitted only from the exhibit booth.
- E. No live entertainment, live animals or helium balloons are allowed, except with pre-approved, written permission.
- F. Exhibit shall not obstruct the view of adjoining exhibits.
- G. All lighting within the exhibit must be arranged and operated so as not to be distracting to adjacent booths.

14. **BOOTH AND DOOR PRIZES**

RCMA will be giving away door prizes throughout the 2025 Emerge Conference. If you would like to donate a door prize, please access and complete the online form through the Emerge 2025 registration site. RCMA will allow the drawing of names for booth prizes from your booth during Exchange 2025. However, it will be the responsibility of the booth holder to notify the winner. RCMA will not be responsible for contacting the winner on your behalf. Any merchandise and giveaways must be made available to all meeting planners.

15. **FOOD AND BEVERAGE**

Food and beverage may be dispersed from a booth if the Exhibitor makes prior arrangements through Sandy Brown with the Phoenix Convention Center, (602)534-8607 or email at brown-sandy@aramark.com

16. **EXCLUSION**

RCMA shall have the right to exclude or to require modification of any display or demonstration which, in its sole discretion, it considers unsuitable or not in keeping with the character of Exchange 2025. RCMA shall have the right to demand modification of the appearance or dress of persons or mannequins used in connection with displays or demonstrations.

17. **SECURITY**

RCMA, the exposition facility, or any officer or staff member thereof will not be responsible for the safety of the property of the Exhibitor or those registered in the Exhibitor's booth, from theft, damage by fire, accident, or any other cause. Exhibitors are required to provide all insurance and/or policy riders to cover all booth contents.

18. **ADMISSION**

RCMA shall always have the sole control over all admission policies. All persons attending any function of the Emerge 2025 Conference will be required to register in accordance with RCMA registration policies and wear the official RCMA badge while in attendance. Badges are not transferable. No person under the age of 18 will have access to the Exchange.

19. **EQUIPMENT**

Booth furnishings provided by RCMA shall be returned to RCMA at the end of Exchange 2025, complete and in good condition, normal wear and tear excepted. The exhibitor shall have no right, title or interest in such equipment. All other equipment shall be provided by the Exhibitor at its own expense. All draping and decorative materials used by the Exhibitor shall be flameproof. All booth equipment shall be in keeping with and consistent with all rules, codes and regulations referred to under Codes and Agreements below.

20. **FAILURE TO OCCUPY SPACE**

Any exhibit space not occupied by 9:00 a.m., Tuesday, January 7, will be forfeited by the sponsoring participants, and the space may be resold, reassigned, or otherwise reused by RCMA without refund.

21. **SUBLEASE**

The exhibitor shall not sub-let the booth or assign the lease in whole or in part.

22. **CODES AND AGREEMENTS**

The RCMA Associate Member agreeing to or electronically signing the "Booth Space Application and Conference Registration" and Exhibitors hereby agree to be bound by the "Emerge 2025 Conference Information, Rules and Regulations" and adhere to and be bound by: (1) all applicable fire, utility, and building codes and regulations; (2) any rules or regulations of the facility where Exchange 2025 is held; (3) the terms of all leases and agreements between RCMA and the managers or owners of said facility; (4) the terms of any and all leases and agreements between RCMA and any other party relating to Exchange 2025 and/or the Emerge 2025 Conference.

23. **LIABILITY**

This Agreement shall not constitute or be considered a partnership, employer-employee relationship, joint venture or agency between RCMA and the Associate Member electronically signing the "Booth Space Application and Conference Registration" or Exhibitor who hereby agree to and do indemnify, hold harmless and defend RCMA from and against any and all liability, responsibility, loss, damage, cost or expense of any kind whatsoever (including but not limited to cost, interest and attorney's fees) which RCMA may incur, suffer, be put to, pay or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act or omission by the Associate Member or Exhibitor or any of its employees, servants, or agents.

It is further agreed that RCMA, and its respective agents, employees, staff, officers, Board of Directors, independent contractors shall not be responsible in any way for: (1) damage, loss or destruction of any property of Exhibitor or (2) any accident or bodily injury to Exhibitor or its representatives, agency, employees, licensees or invitees.

24. **CANCELLATION**

In the event of cancellation of Exchange 2025 and its exhibits due to fire, strikes, an Act of God or the common enemy or the result of war, riot, civil commotion, sovereign conduct, or the act or conduct of any person or persons not party or privy to this Agreement, or other causes beyond RCMA's control, RCMA shall not be held liable for failure to hold Exchange 2025 as scheduled and RCMA shall determine the amount of exhibit and registration fees to be refunded.

25. **AMENDMENTS**

RCMA shall have sole authority to interpret and enforce all rules and regulations contained herein; to make any amendments thereto, and to make such further rules and regulations as shall be necessary for the orderly conduct of Exchange 2025 and its exhibits.