

## **PRESBYTERIAN WOMEN 2024 CHURCHWIDE GATHERING EXHIBITOR POLICIES**

### **Displays/Exhibits**

The Gathering Planning Team (GPT), with assistance from Presbyterian Women (PW) staff, will extend invitations to the Presbyterian Mission Agency ministry areas and related bodies, the Office of the General Assembly, and organizations with which the PC(USA) has ecumenical relations. In addition, other organizations that address the priorities of PW will be invited to exhibit at the Gathering. Unsolicited requests will be referred to the GPT for approval or denial.

PW reserves the right to limit the amount of space any one exhibitor may have.

Exhibitors will be sensitive to the position of the PC(USA) regarding inclusiveness and respect the diversity within the church. Displays and materials that are determined to be demeaning or insulting to constituency groups will not be permitted at the Gathering.

After consulting with PW staff, the facilitator of the GPT has the right to remove insensitive and/or offensive materials from an exhibit.

After consulting with PW staff, the facilitator of the GPT has the right to close an exhibit that does not adhere to the guidelines given above.

If an exhibitor disagrees with materials that are removed or an exhibit that is closed by the facilitator of the GPT, an appeal may be made to the Administrative Committee of the PW Board of Directors.

Gathering exhibitors may sell from their exhibits. All exhibitors are solely responsible for sales tax collection and disbursement.

An exhibit area is 8' x 10' with pipe and drape, one 8' x 2' skirted table, two chairs, a wastebasket and an identification sign. Beyond these items, exhibitors are responsible for all charges related to installing, furnishing, cleaning, and staffing their displays, plus a portion of shared costs as calculated by the exhibit coordinator. Exhibitors are responsible for all of their own expenses, including return postage or shipping of materials.

Exhibits are to be set up and taken down at times designated by the GPT. Exhibits will be open each day at times set by the GPT.

Exhibitors are not required to pay the Gathering registration fee for person/s who tend the Gathering exhibit. However, meals and programming choices (for example, workshops) are only available at an extra cost (although all are welcome to attend plenaries).