



Dear Exhibitor Candidate:

Corazón Ministries will host a southwest region bilingual missions conference October 18-19, 2024, *Until He Return: Advancing His Mission*. National, regional, and local ministries can share information and talk and make connections with bilingual conference attendees in the exclusive exhibitor area during the conference.

We are in the process of finalizing applications. If you are interested in becoming an exhibitor, please read our information about the event, the criteria for exhibitors, and the forms needed to become a ministry exhibitor. The conference will be held at Christ Community Church, Tucson, Arizona. Please note that space is limited.

Complete all necessary pages in the packet and submit the form to Corazón Ministries for processing. Our hope is that all qualified ministries and organizations will be included in the ministry exhibitor area.

### **Corazon Ministries Missions Statement**

The Purpose of Corazón Ministries is to share the gospel of Jesus Christ within the context of culture and community in Tucson's Hispanic and other ethnic populations.

Have additional questions?

Contact us at:  
Corazón Ministries  
1955 W. Grant Rd. Ste. 220  
Tucson, AZ 85745  
(520) 903-9608  
[info@corazonministries.org](mailto:info@corazonministries.org)



## 2024 General Ministry Exhibitor Information

Ministry exhibitor fees and accepted applications Include:

- Conference credentials, tickets, and meals x 2 per booth.
- 8' x 10' exhibit space (maximum 2 booth spaces).
- One 8' draped table (2 tables if double spaces are approved).
- Two folding chairs (up to 4 for double spaces).
- Electricity, subject to venue charges.

Location:

Christ Community Church  
530 S Pantano Rd  
Tucson, AZ 85710  
520-296-8501

Timeline:

Exhibitor check-in Friday, October 18 1:00 PM - 3:00 PM  
Booths are open on Friday, October 18 3:30 PM -10:00 PM  
Booths open Saturday, October 19 8:00 AM - 3:00 PM

Please note that exhibitors are responsible for shipping.  
Shipments cannot arrive before Thursday, October 17, 2024.

Each exhibit area must be clean; all tables and chairs must be accounted for before the exhibitor checks out. **EXHIBITORS MUST CHECK OUT BEFORE LEAVING.**

Credentials:

You will be responsible for picking up your conference credentials on Friday, October 18, at the exhibitor check-in booth.

Parking:

A map will be sent to you with exhibitor's parking for the duration of the conference, including loading and unloading areas.

Meals:

Included with conference tickets (three meals x 2).

## **Statement of Faith**

We believe the Bible to be the inspired, the only infallible, authoritative Word of God.

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return to power and glory.

We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.

We believe the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

## 2024 Exhibitor Application Form

Ministry Name: \_\_\_\_\_ Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Will you require electricity? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please make your selections below for the number of booth spaces you desire (max 2 booths). An exhibit booth consists of one 8-ft. table with drapes, two chairs, and electricity if requested. Booth allotment will be determined by space available and made at Corazón Ministries' sole discretion.

Number of booths \_\_\_\_\_.

- The cost per booth is \$250 (includes 2 conference tickets and three meals ea. ticket)
- Fees and COI proof of submissions are due within 45 days of approval.

## 2024 Exhibitor Criteria

Ministry Name: \_\_\_\_\_ Website: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Do you FULLY agree with the Statement of Faith?

Do you have any political or public policy involvement?

“Political” is defined as direct or implied political allegiance or endorsement.

(If yes, please explain):

How does your ministry intentionally demonstrate an active global outreach?

Does your ministry give away products or resources of any kind?

(If yes, please supply examples with your application.)

If accepted as an exhibitor, are you prepared to accept full financial responsibility for the costs of your exhibit? Costs include but are not limited to, booth space fees, costs for the Certificate of Insurance, travel costs, hotel, food, and shipping.

Financial Information:

- Are you an IRS 501-c3 Non-for-Profit?
- Do you have a Board of Directors?
- Does an outside accounting firm review your finances?

Do you agree not to sell products or resources or take orders for the same unless approved by Corazón Ministries?

## 2024 Ministry Exhibitor Agreement

Exhibitors must provide a Certificate of Insurance (C.O.I.), see page 11, and agree to supply Corazón Ministries with the required \$250 payment 45 days after approval and 45 days before the event.

The exhibitor agrees to comply with all state and local trade regulations.

Exhibitors agree to pay for the shipping of their materials. Shipped items cannot arrive sooner than Thursday, October 17, 2024. The exhibitor is also responsible for shipping items on Saturday after the event. Corazón Ministries will not be responsible for items left at Christ Community Church, Tucson, AZ.

The exhibitor agrees to defend and hold Corazón Ministries harmless against any damages, claims, harms, or causes of action, including injuries to persons or to property, which may be alleged to have arisen from the activities of the exhibitor or any of the exhibitor's employees, agents, or invitees at the event.

Exhibitor: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Authorized representative)

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Exhibitor Fire & Safety Regulations and Guidelines

- For safety, all exhibitors must comply with all federal, state, and municipal codes that apply to places or buildings for public assembly.
- Electrical equipment must be Underwriters Laboratory (U.L.) approved for their specified use. NON-STANDARD/LIGHTWEIGHT EXTENSION CORDS ARE NOT TO BE USED.
- Smoking is prohibited in the exhibit area.
- All display materials must meet all public safety regulations.
- No open flame or pyrotechnic devices are to be used without the written approval of all applicable authorities. Corazón Ministries prohibits using flash-pots, fireworks, open flames, and burning pyrotechnic or smoke-emitting materials or devices.
- Signs and/or decorations may not be taped, nailed, tacked, stapled, or otherwise fastened to any wall, ceiling, column, stone, window, or painted surface in or around the Event facility. All signs and decorations shall be limited to the exhibitor's booth space and shall otherwise comply with all event site restrictions.
- Lights with U.L.-approved clamp-on types of portable spotlights with a porcelain base and metal guards are allowed. Clip-ons are not allowed.
- All exhibit entrances must be clear at all times. Exits and exitways should not be blocked while bringing in, setting up, dismantling, or removing displays. No obstructions will be allowed near the entrances.
- Storage of empty cartons, boxes, and other flammable materials under tables, behind booth walls, etc., is prohibited.
- Inappropriate activities are not allowed, including initiating contact with passersby from the aisle or other areas in and around the conference area. Distribution of political or public policy materials is not permitted.

### Insurance & Liability

Corazón Ministries is not responsible for the loss of or damage to any property that the exhibitor owns (including but not limited to booth decorations, exhibits, inventory, and supplies). Exhibitors should understand that the required Certificate of Insurance does not provide coverage for the exhibitor's own property, and each exhibitor is responsible for procuring this coverage at the exhibitor's own expense. If an exhibitor refuses to abide by any of the above guidelines, the exhibitor will be asked to leave the event and forfeit all payments made for exhibit space.

## Ministry Exhibitor Requirements

- The exhibitor shall, at its own cost and expense, procure and maintain a Certificate of Insurance which lists Corazón Ministries as certificate holder and additional insured (See attached example of COI).
- This certificate must be supplied to Corazón Ministries before the event and must be issued by an insurance provider licensed to do business in the state where the event will be held.
- This certificate shall indicate current comprehensive general liability coverage in the amounts itemized below. Please note that our carrier requires our exhibitors to carry insurance and provide COI's, that meet or exceed the following:
  - \$1,000,000.00 per occurrence General Liability
  - \$1,000,000.00 Personal & Advertising Injury
  - \$1,000,000.00 Products and completed operations.  
(if selling or distributing product)
  - \$50,000.00 Fire Legal Liability.
- This certificate will show the dates of coverage, the facility, and the physical address of the Corazón Ministries event.
- This certificate shall list Corazón Ministries as additional insured and is required to be on file with Corazón Ministries before the scheduled event date. Failure to provide a certificate meeting these criteria constitutes a breach of the Exhibitor Agreement and forfeiture of booth space and payments.
- Corazón Ministries is not responsible for the loss of any property that the exhibitor owns (including but not limited to booth decorations, exhibits, inventory, supplies, or personal items). Exhibitors should understand that the coverage required by Corazón Ministries, as evidenced in the Certificate of Insurance, does not provide coverage for the exhibitor's own property, and therefore, each exhibitor is responsible for procuring this type of coverage at the Exhibitor's own expense. SEE SAMPLE OF COI INCLUDED:



<b>ACORD</b> ™	<b>CERTIFICATE OF LIABILITY INSURANCE</b>	DATE (MM/DD/YY) 05/25/2001
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<b>PRODUCER</b>  Insurance Agency 1234 East Street City, State Zip  John Doe Phone No. 123-456-7890      Fax No.	<b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</b>  <b>COMPANIES AFFORDING COVERAGE</b> COMPANY A                      Insurance Group Name
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<b>INSURED</b>  Ministry Name Ministry Address	COMPANY B  COMPANY C  COMPANY D
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**COVERAGES**  
 THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	21UULC3765	01/01/99	01/01/2000	GENERAL AGGREGATE	\$1,000,000
	X COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG	\$1,000,000
	CLAIMS MADE    X    OCCUR				PERSONAL & ADV INJURY	\$1,000,000
	OWNERS'S & CONTRACTOR'S PROT				EACH OCCURRENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$ 50,000
					MED EXP (Any one person)	\$
A	AUTOMOBILE LIABILITY	21UUNLC3765	01/01/99	01/01/2000	COMBINED SINGLE LIMIT	\$
	X ANY AUTO				BODILY INJURY (Per person)	\$
	ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	SCHEDULED AUTOS				PROPERTY DAMAGE	\$
A	X HIRED AUTOS					
A	X NON-HIRED AUTOS					
A	GARAGE LIABILITY	21XHURP6517	01/01/99	01/01/2000	AUTO ONLY-EA ACCIDENT	\$
	ANY AUTO				OTHER THAN AUTO ONLY:	
					EACH ACCIDENT	\$
					AGGREGATE	\$
A	EXCESS LIABILITY	21WBES9488	01/01/99	01/01/2000	EACH OCCURRENCE	\$1,000,000
	X UMBRELLA FORM				AGGREGATE	\$1,000,000
	OTHER THAN UMBRELLA FORM					\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	21WBES9488	01/01/99	01/01/2000	X WC STATUTORY LIMITS    OTH-ER	
	EL EACH ACCIDENT				\$	
	THE PROPRIETOR/PARTNERS/ EXECUTIVE OFFICERS ARE:    INC EXCL				EL DISEASE-POLICY LIMIT	\$
	OTHER				EL DISEASE-EA EMPLOYEE	\$

SAMPLE

**IMPORTANT**  
 ❖ Catalytic Event Date  
 ❖ Site  
 ❖ Address

<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS</b>  Reference: ¿A Quien Eviare?, (Event Date) Venue Name Venue Address Venue City, State Zip Certificate Holder is added as additional insured	
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<b>CERTIFICATE HOLDER</b>  Corazón Ministries Exhibit Coordinator  1955 W. Grant Rd. Ste. 125 Tucson, AZ 85745	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMES TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.  AUTHORIZED REPRESENTATIVE  John Doe <i>John Doe</i>
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