



LIFE Booking Agreement



Hosting Church/Group:

Exhibition Dates:

Counties agrees to:

- Pray for and publicise exhibition locations.
- Provide pre-exhibition familiarisation and training/guidance notes.
- Provide promotional literature:
 - As Required - School packs
 - As Required - Visitor Guides
 - As Required – Postal Bible School leaflet
 - 500 - A5 Flyers overprinted with local details
 - 25 – A4 Posters overprinted with local details
 - 25 – A3 Posters overprinted with local details
 - 5 – A2 Posters (blank)
- Transport Expo to and from exhibition location.
- Unpack and set-up with assistance from church/group.
- Work with hosting church/group to ensure a safe exhibition environment.
- Work with hosting church/group to ensure adequate on-site leadership.
- Provide technical support during exhibition (on-site if required).
- Dismantle and pack up with assistance from church group.

Hosting Church/Group agrees to:

- Purchase additional promotional material if required.
- Plan for exhibition via planning committee.
- Liaise with local schools to ensure maximum day-time utilisation of exhibition.
- Consider how to maximise evening utilisation of exhibition.
- Fully consider exhibition follow-up in the local situation.
- Assist unpacking and setting up of exhibition.
- Be responsible for:
 - Cleaning – ensuring clean and tidy premises during the exhibition.
 - Security – ensuring premises are secure at all times.
 - Car parks – considering parking/attendant requirements.
 - Toilets – ensuring clean, with sufficient soap/towels etc.
 - Consumables
 - Literature other than promotional material
 - Ensure compliance with all necessary guidelines and regulations:
 - Health and Safety inc. insurance
 - Child Protection
 - Disability Discrimination
 - Food Preparation
- Provide leadership/group leaders/stewarding etc during exhibition.
- Assisting dismantling and packing up of exhibition.
- Provide secure parking for the exhibition lorry during the week.
- Provide accommodation/hospitality for LIFE workers as required.
- Pray for the preparation, effectiveness and follow-up of the exhibition.
- Consider costs of exhibition, and make appropriate donation to Counties.
- Provide feedback to Counties within 4 weeks of exhibition leaving.

Kevin Baldwin

LIFE Exhibition Co-ordinator,

Signed

Date

Name

Chair of LIFE Organising Committee

Signed Church/GroupDate