

# 2026 ABA Exhibitor Information

You are invited to exhibit at the 100<sup>th</sup> Annual Messenger Assembly of the American Baptist Association June 22-25, 2026 in the **Hot Springs Convention Center in Hot Springs, Arkansas.**

Each of the (10' x 10') booths contains:

- One (1) 8' drape along back of booth; 3' drape along sides of booth
- One (1) 6' skirted table
- One (1) 7" x 44" company identification sign
- Two (2) black folding chairs (250lb weight limit)
- One (1) Wastebasket

Please refer to the layout to select your booth(s). The shaded booths are already reserved (see website for current availability). As always, booths will be assigned in the order contracts are received. No booths will be confirmed until both the contract and payment are received. Please list four choices, as we may not always be able to accommodate your first or second choice. **MAKE CHECKS PAYABLE TO ABA EXHIBIT COMMITTEE FUND.** Credit cards cannot be accepted for booth reservations. If you have any questions, feel free to contact me by mail, phone, text, or email

Neal Sutton\*307 Beaver Lake Drive\*Texarkana, TX 75501.

Phone - 903-244-2647

E-mail - [ABA@nealsutton.com](mailto:ABA@nealsutton.com)

In Christ,  
Neal Sutton

## BOOTH INFORMATION:

Booths rented by ABA Churches for their missions and other church-related activities will cost **\$125.00 each**. Adjoining booths can be purchased, but booth space cannot be shared. For non-ABA Churches, the charge is **\$250.00 per booth**, and that space also cannot be shared. This year, **Southwest Design & Display** will serve as our decorator. Please fill out the **Electric, Phone & Plumbing Order Form** and return to the **Hot Springs Convention Center** if you would like electricity in your booth. Wi-Fi will be accessible in the exhibit hall. If you have any other needs, please let me know, and I'll obtain a quote for you.

PLEASE SEND THE PAYMENT FOR BOOTH RENTAL ALONG WITH THE SIGNED CONTRACT AS SOON AS POSSIBLE TO SECURE YOUR BOOTH. IF YOU WISH, YOU MAY SEND A DEPOSIT OF HALF THE BOOTH RENTAL WITH THE CONTRACT, BUT THE BALANCE MUST BE RECEIVED BY **MAY 1, 2026.**

**NOTE: If you change your e-mail after the contract has been submitted, please send the new e-mail address to Neal Sutton - [ABA@nealsutton.com](mailto:ABA@nealsutton.com)**

COMPANIES WITH PRODUCTS OF INTEREST TO THE CHURCHES OF THE ASSOCIATION ARE INVITED TO EXHIBIT.

**EXHIBIT HALL SCHEDULE: *Exhibitors may set up booths on Monday, June 22 from Noon - 4:00 PM. Exhibit Hall will officially open on Tuesday, June 23 at 4:15 PM***

MONDAY, JUNE 22	TUESDAY, JUNE 23	WEDNESDAY, JUNE 24
EXHIBITORS MOVE IN	4:15 - 6:30 PM 9:15 - 10:30 PM	11:30 AM - 1:00 PM 3:00 - 5:30 PM 9:15 - 10:30 PM Move out 10:30 - 11:30 PM
Exhibitors move in NOON - 4:00 PM		

***Exhibitors are requested to exit booths during General Sessions.***

**THE OFFICIAL OPENING OF THE EXHIBIT AREA WILL BE AT 4:15 PM ON TUESDAY, JUNE 23, 2026.**

## Rules For Exhibitors

It is agreed that each exhibitor subscribes to the following stipulations and that his/her representative(s) will comply.

1. The management cannot guarantee exhibitors against loss or damage of any kind but will endeavor to protect exhibits.
2. No part of any exhibit or any signs relating thereto shall be pasted, nailed, or otherwise attached to the walls, doors, etc. in any way that would deface them. Damage caused by failure to observe these rules shall be paid by the exhibitor.
3. Exhibits shall be installed so that they will not project beyond the space allotted. They shall not obstruct the view of, or interfere with, the exhibits of others. Interviews, demonstrations, distributions of literature, etc., must be made inside the booth.
4. All structural work such as extra shelving, standards, display racks, signs, spotlight, etc., must be approved. All equipment must conform to the fire regulations of the host city. Presentations must be arranged so that aisles are not blocked. Sound must be kept low or headphones provided so as not to disturb other exhibitors.
5. Fire laws must be strictly observed. Wiring must comply with the fire department and underwriter's rules.
6. The subletting of space rented is prohibited. Two or more firms may not exhibit in a space unless specially written arrangements are made in advance. Advertising material or signs of firms other than those that have engaged space are prohibited.
7. No refund will be made if space engaged is not used, nor will a refund be made for space used part of the time. Unethical conduct or infraction of rules on the part of the exhibitor or his/her representative(s) or both will be subject to the exhibitor's dismissal from the exhibition area, in which in that event it is agreed that the Exhibits Committee shall make no refund and, further, that no demand for redress will be made by the exhibitor or his/her representative(s).
9. Space is leased with the understanding that the Exhibits Committee will act for the exhibitor and his representatives only in the capacity of agent, and not as principal, and that the Exhibits Committee assumes no liability whatever for damages for any act of omission or commission in connection with said agency, and that the exhibitor and his representatives hereby release the Exhibits Committee from any and all liabilities for loss ensuing from any cause whatsoever.
10. If items are being sold, it is the responsibility of the exhibitor to obtain any needed permits and are solely responsible for any tax liability.

# 2026 ABA BOOTH REQUEST CONTRACT

## HOT SPRINGS, ARKANSAS - JUNE 22 - 25, 2026

Date \_\_\_\_\_

Please reserve the booth(s) listed below for use during the 2026 ABA Messenger Assembly. I understand that booth assignments will be made in the order that the signed contract and payment are received, and that the Exhibits Committee may reassign booth space as needed in the best interest of the Association and the exhibitors.

Booth(s) requested: 1 booth \_\_\_ 2 booths \_\_\_ 3 booths \_\_\_ 4 booths \_\_\_ 5 booths \_\_\_

Choices: 1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_

(If you are requesting more than 1 booth, put all booth numbers on the choice line)

For each booth selected, I (we) agree to pay the listed price. Payment may be made in full with the contract or in two parts—half with the contract and the remaining balance due by **May 1, 2026**.

Booths rented by ABA churches for missions or other church-related ministries are **\$125.00 per booth**. Booths rented by non-ABA churches or businesses are **\$250.00 per booth**. Exhibitors may purchase adjoining booths in any quantity; however, booth space may not be shared.

No booth will be confirmed until both the contract and payment are received. All checks should be made payable to **ABA Exhibit Committee Fund**.

My (Our) sign should read \_\_\_\_\_

(Please show the exact lettering for your sign)

I (We) understand the Rules for Exhibitors, enclosed herewith as part of this agreement; are acceptable to me (us) and will be complied with.

Exhibiting Organization - \_\_\_\_\_

Your Title - \_\_\_\_\_

Name - \_\_\_\_\_

Address - \_\_\_\_\_

City - \_\_\_\_\_ State - \_\_\_\_\_ Zip - \_\_\_\_\_

Phone Number - \_\_\_\_\_

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

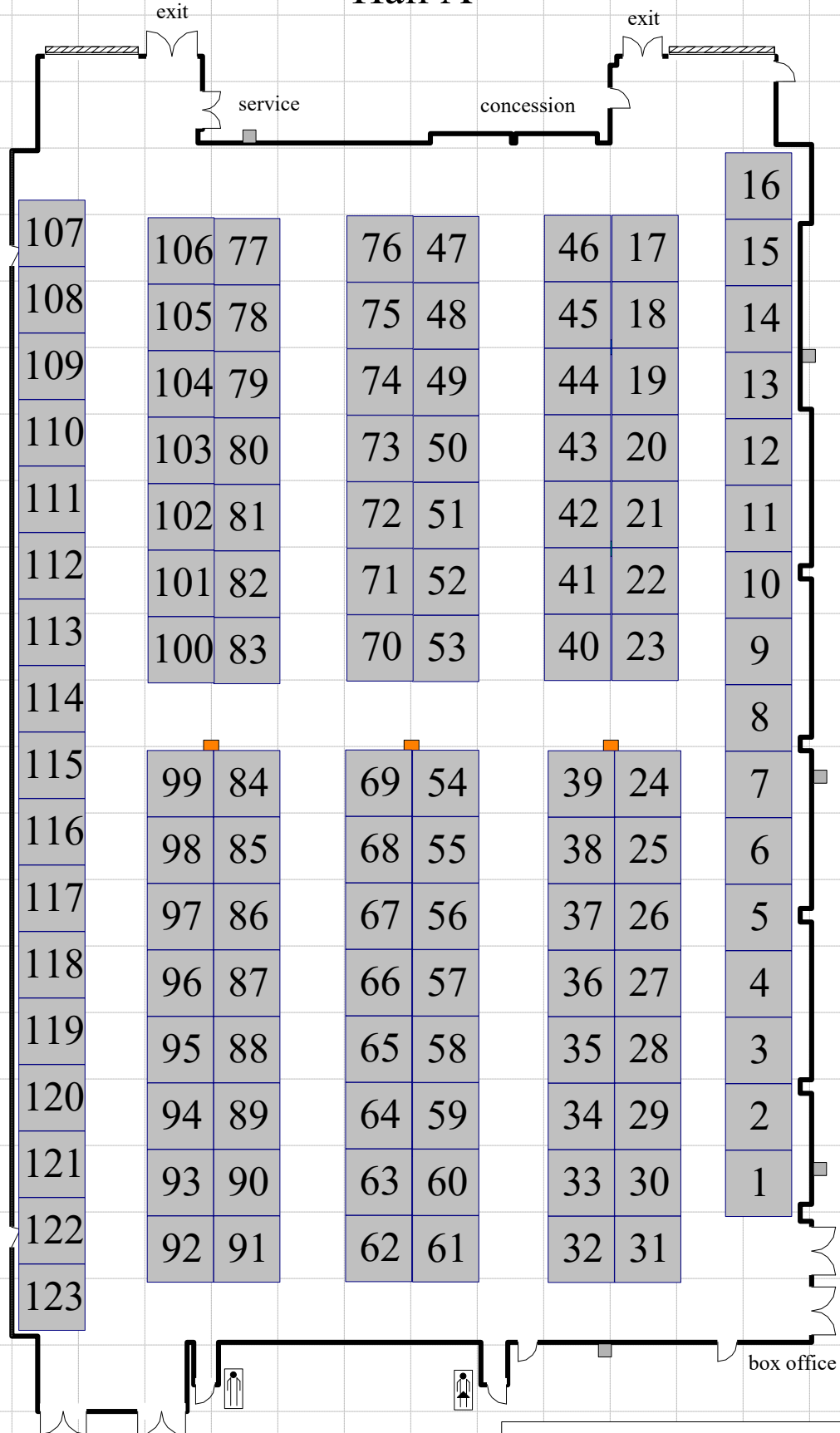
Signature - \_\_\_\_\_

***Please register every person attending at [www.abaptist.org](http://www.abaptist.org) so we can prepare their name badges. Once your contract is received, you will receive an email confirmation within a few days. If you don't receive it, please let me know.***

**SEND CONTRACT AND PAYMENT TO:  
NEAL SUTTON  
307 BEAVER LAKE DRIVE • TEXARKANA, TX 75501  
903-244-2647 - [ABA@NEALSUTTON.COM](mailto:ABA@NEALSUTTON.COM)**



# Hall A



American Baptist Assoc.  
June 22-25, 2026  
10x10 Booths



## Electric, Phone & Plumbing Order Form Hot Springs Convention Center

All advanced orders must be received seven (7) days prior to move-in for advance rates.

Event name: American Baptist Association Messenger Assembly      Dates of event: June 22 - 25, 2026  
 Company name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Contact name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Billing Zip: \_\_\_\_\_ CVC: \_\_\_\_\_

Service cannot be supplied until order form and payment are received.

Rates quoted below cover only the bringing of service to the booth and do not include wiring. The Hot Springs Convention Center does not stock receptacles for any electrical connection above a standard 20 amp, 110 volt outlet. Additional charge will be made if receptacles are not provided by the exhibitor. Under no circumstances shall anyone other than "center personnel" make electrical connections. Easy access to utility service panels must be provided at all times. Center personnel are authorized to cut floor coverings to obtain access to floor electrical boxes.

Rates are subject to change without notice

No helium or light gas filled balloons are permitted in the Hot Springs Convention Center.

No open flames are allowed in the Hot Springs Convention Center (candles must be completely enclosed in a glass globe).

**-Prices listed on this page are PER EVENT unless marked differently.-**

QUANTITY	AMPERE	Volts & Phase	Advance Order	Floor Order	AMOUNT
	20 amps	125 Volts (standard outlet)	\$50.00	\$100.00	\$
	20 amps	208 Volt Single Phase	\$70.00	\$140.00	\$
	20 amps	208 Volt Three Phase	\$70.00	\$140.00	\$
	30 amps	208 Volt Single Phase	\$80.00	\$160.00	\$
	30 amps	208 Volt Three Phase	\$100.00	\$200.00	\$
	50 amps	208 Volt Single Phase	\$120.00	\$240.00	\$
	50 amps	208 Volt Three Phase	\$120.00	\$240.00	\$
	100 amps	208 Volt Single or Three Phase	\$300.00	\$600.00	\$
	Power Str	INCLUDES TAX	\$10.00	\$20.00	\$
		High Speed Internet Access (Synchronous Broadband)	\$200.00	\$400.00	\$
		Water hook up	\$50.00	\$50.00	\$
		Compressed air	\$50.00	\$100.00	\$
<b>TOTAL</b>					<b>\$</b>

Visa, Mastercard, American Express and Discover welcome.

Visa/MSC/Am Exp/DSC #: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name \_\_\_\_\_

**Please make checks payable to: Hot Springs Convention Center**

**Mail Checks to the Event Coordinator as follows: Attn: Pauline Howard**

**phoward@hotsprings.org**

**Hot Springs Convention Center, 134 Convention Blvd., Hot Springs, AR 71901**

**Phone (501) 520 - 9811 \* Fax (501) 620 - 5011**