

DEPARTMENT OF PUBLICATIONS

Christian Methodist Episcopal Church

4237 Elvis Presley Boulevard, Memphis, Tennessee 38116

DATE: June 26, 2017

TO: EXHIBITORS/VENDORS

FROM: Dr. Roderick D. Lewis, Sr.
General Secretary, CME Church, Department of Publications

RE: CONNECTIONAL LAY INSTITUTE /SIXTH ANNUAL CME UNITY SUMMIT
SATURDAY, AUGUST 19- FRIDAY, AUGUST 25, 2017
MARIOTTE MARQUIS HOTEL, ATLANTA, GEORGIA 30303

The Christian Methodist Episcopal Church Connectional Lay Institute and Sixth Annual CME Unity Summit will convene at the Marriott Marquis Hotel, 265 Peachtree Center Avenue, Atlanta, GA 30303, Saturday, August 19th - Friday, August 25th.

Exhibit Area Hours

- Saturday, August 19, (Set-Up begins at 12:00 Noon) Registration for the Lay Institute will take place on Saturday with an Opening Reception on Saturday night at 7:30 PM. The Institute will open at 8:00 AM on Sunday and be in session all day. Due to the Sunday schedule, **there will be no set-up time on Sunday**. Those who choose to set-up on Monday must do so beginning at 8:00 AM and completed by 2:00 PM. Due to the location of the vendors in the Atrium Lobby, it is imperative that set-up be done to best facilitate the flow of conference attendees.
- Sunday, August 20, 8:00 AM-10:00 PM
- Monday, August 21, 8:00 AM-10:00 PM
- Tuesday August 22, 8:00 AM- 10:00 PM
- Wednesday, August 23, 8:00 AM -10:00 PM
- Thursday, August 24, 8:00 AM-10:00 PM
- Friday, August 25, 8:00 AM – 1:00 PM
- Any electricity used will be the responsibility of the vendor

In order to reserve booth space, please read carefully the enclosed Contract and Hold Harmless Agreement. Complete and return the Contract and Hold Harmless Agreement. Make your cashier check or money order in the amount of \$430.00, payable to the Department of Publications. Mail to: Department of Publications, Post Office Box 161212, Memphis, Tennessee 38186-1212.

NO PERSONAL OR COMPANY CHECKS WILL BE ACCEPTED ON SITE

NOTE: EXHIBITORS/VENDORS

- ✓ **SET-UP: Saturday, August 19, 12:00 Noon**
- ✓ **Booth assignment will be made in the order and at the time that we receive your payment.**

PLEASE make your **RESERVATIONS** as **SOON** as **POSSIBLE**, **SPACE WILL BE EXTREMELY LIMITED.**

Dr. Roderick D. Lewis, Sr., General Secretary
(901) 345-4120 Fax: (901) 332-2269

EXHIBITOR CONTRACT
LAY INSTITUTE AND SIXTH ANNUAL CME UNITY SUMMIT
SATURDAY, AUGUST 19- FRIDAY, AUGUST 25, 2017

Please read carefully the following contract, then complete and return with payment payable to:

DEPARTMENT OF PUBLICATIONS
Post Office Box 161212
Memphis, TN 38186-1212
(901) 396-5400 – Fax: (901) 396-5406

Rental cost for each 8X10 booth is \$430.00, this includes Booth Space \$350 and \$80 Security with this contract a payment of \$430.00 for each requested booth.

Booth(s) set-up day Saturday, August 19th at 12 Noon. ***Due to space limitations and restrictions, the space allotment will be strictly enforced. If one space is not sufficient you must secure the number of spaces needed at the time you initiate this contact. It is possible that no additional space will be available on site.***

All booth exhibits will be in the exhibit area the first day through the last during the following specified hours: Saturday, August 19, 12 Noon – 10:00 PM, Sunday, August 20, 8:00 AM-10:00 PM, Monday, August 21, 10:00 a.m.-10:00 p.m., Tuesday, August 22, 8:00 a.m. – 10:00 p.m., Wednesday, August 23, 8:00 a.m.-10:00 p.m., Thursday, August 24, 8:00 a.m.-10:00 p.m Friday, August 25, 8:00 a.m. – 1:00 p.m.

The General Secretary of the Department of Publications or his representative(s) reserves the right to allocate booth space based on availability.

NOTE TO ALL EXHIBITORS: CANCELLATION YOU WILL FORFEIT YOUR PAYMENT effective August 7, 2016.

SIXTH ANNUAL CME UNITY SUMMIT
CME CHURCH
Saturday, August 19 – Friday, August 25, 2017
Marriott Marquis Hotel

Atlanta, Georgia 30303

I do understand and accept the terms of this contract as final and binding. I agree to follow all rules and regulations set forth by the Department of Publication. It is further agreed that the Exhibitor/Vendor shall defend indemnify, and Hold Harmless the Sixth Annual CME Summit, CME Church Department of Publications and its agents and employees from and against all claims, damages, losses, and expenses including attorney's fees arising out of or resulting from the operations of the Exhibitor/Vendor

Exhibitor/Vendor: _____
Company Name

Address _____

City, State, Zip _____

Telephone (Bus) (_____) _____

Telephone (Home) (_____) _____

Type of Business _____

** Must Complete type of merchandise (s): _____

Signature

/Position with Organization/Co. Business

DEPARTMENT OF PUBLICATIONS

For Office Use Only:

_____ Booth (s) Rental Price \$430.00

Date Received _____

Deposit \$ _____ Balance Due \$ _____

Payment Method:

_____ check

_____ money order/cashier check

Visa, Mastercard, Discover, American Express

Booth No. _____

**CHRISTIAN METHODIST EPISCOPAL CHURCH
LAY INSTITUTE AND SIXTH ANNUAL CME UNITY SUMMIT
Saturday, August 19 – Friday, August 25, 2017
MARRIOTT MARQUIS HOTEL
Atlanta, Georgia 30303**

HOLD HARMLESS AGREEMENT

The Exhibitor shall defend, indemnify and Hold Harmless the 2017 Lay Institute and Sixth Annual CME Unity Summit, CME Church, Department of Publications, or any of its agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the operations of the Exhibitor/Vendor and the Exhibitor's occupancy of the premises, provided that any such claim, damage, loss or expense (1) is attributed to bodily injury, sickness, disease or death, or to injury to or destruction and (2) is caused or is claimed to have been caused, in whole or in part, by any act or omission of the Exhibitor/Vendor, any subcontractors regardless of whether or not such claim, damage, loss or expense is caused or is claimed to have been caused, in part by a party indemnified hereunder.

In any and all claims against the Lay institute and the Sixth Annual CME Unity Summit, CME Church, CME Church Department of Publications, or any of its agents or employees by any employee of Exhibitors, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, this indemnification obligation shall not be limited in any way by the limitation on the amount or type of damages, compensation or benefits payable by or for the Lessee or any subcontractor under Workmen's Compensation Acts, Disability Benefits Acts, or other Employee Benefits Acts.

Exhibitor's Name: _____

Exhibitor's Signature: _____

Telephone No: (_____) _____ (daytime number)

Exhibitor's Address: _____

City: _____ State _____ Zip _____

Date: _____

