

**Exhibitor Contract**  
**38th Quadrennial Session**  
**39th General Conference 2018 CME Church**  
**Birmingham-Jefferson County Civic Center • Birmingham, Alabama**  
**2100 Richard Arrington Blvd. • Birmingham, AL 35203**  
**Friday, June 22 - Friday, June 29, 2018**

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

**Department of Publications**  
**4237 Elvis Presley Blvd.**  
**Memphis, Tennessee 38186**  
**(901) 396-5400 • Fax: (901) 396-5406**

Rental cost for each 10x10 booth **\$600.00**. Include with this contract payment of no less than **\$300.00** deposit for each requested booth. Balance must be paid before setting-up at the General Conference. Payment can be made by **money order, cashier check or credit card (Visa, Mastercard, AMEX or Discover)**. Please indicate if there is a need for **Electricity** and we will forward to you the link for the BJCC. **Electrical Connection is at your own expense and you must communicate with BJCC personally.** A representative will be on site on **Friday June 22<sup>nd</sup>** to provide electricity for those who decide they desire it upon arrival.

All booth exhibits will be open in the exhibit area Saturday, June 23<sup>rd</sup> through Thursday, June 28<sup>th</sup> 8:00 AM until 10:00 PM. Friday, June 29<sup>th</sup> 8:00 AM.- 12:00 PM. Booth size is 10x10 Piped and draped, with 8ft table skirted, two folding chairs and wastebasket. Booth set-up day Friday, June 22<sup>nd</sup> (4:00 pm -9:00 p.m.).

**Persons wishing to pay in full (\$600.00) by May 18, 2018 will a receive 10% (60.00) discount off total booth cost. To take advantage of this option the agreement and payment MUST be in our office by May 18, 2018 (not postmarked).**

**Persons wishing to have 3 or more spaces (1 Business operation) can call the office for pricing.**

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 May 18- JUNE 1 WILL FORFEIT 50% OF DEPOSIT. AFTER JUNE 1 THERE WILL BE NO REFUNDS.**

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 Publications. It is further agreed that the Exhibitor/Vendor shall defend, indemnify, and Hold Harmless the Thirty-Eighth (39th) General Conference 2018, CME Church, the 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.

**(PLEASE PRINT INFORMATION)**

Exhibitor/Vendor: \_\_\_\_\_ Company Name \_\_\_\_\_

Address: \_\_\_\_\_ City, State: \_\_\_\_\_

Telephone (Bus) ( \_ \_ ) \_\_\_\_\_ Telephone (Home) ( \_\_\_\_\_ ) \_\_\_\_\_

Type of Business \_\_\_\_\_

**\*\*Must complete Type of Merchandise(s):** \_\_\_\_\_

**Signature/Position with Organization/Company/Business**

Department of Publications	
<b>For Office Use Only:</b>	
_____ Booth(s)      Rental Price \$600.00	Date Received _____
Deposit _____ Check No. _____	Balance Due: _____
Booth # _____	
Additional Comment(s) _____	

**DEPARTMENT OF PUBLICATIONS**  
**Christian Methodist Episcopal Church**

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4466 Elvis Presley Boulevard, Suite 153 Memphis, Tennessee 38116

DATE: April 9, 2018

TO: EXHIBITORS/VENDORS

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

RE: **THIRTY-NINTH (39TH) GENERAL CONFERENCE 2018 CME CHURCH**  
**FRIDAY, JUNE 22 - FRIDAY JUNE 29, 2018**  
Birmingham-Jefferson County Civic Center  
2100 Richard Arrington Blvd. • Birmingham, AL 35203

The Christian Methodist Episcopal Church Thirty-Ninth (39th) General Conference will convene at the Birmingham-Jefferson County Civic Center, Birmingham, Alabama, Friday, June 22 - Friday, June 29, 2018. Seven (7) days.

The number of people attending the Thirty-Ninth (39th) General Conference will be approximately three (3) thousand daily.

Exhibit Hall will be open 8:00 AM - 10:00 PM fourteen (14) hours daily, Saturday, June 23 - Thursday, June 28, 2018.

The Exhibit Hall will open Friday, June 29 at 8:00 AM and close at 12:00 noon four (4) hours. The closing day of the General Conference 2018.

**In order to reserve booth space, please read carefully the enclosed Contract and Hold Harmless Agreement.** Complete the contract and Hold Harmless Agreement. Make your cashier check or money order in the amount of **\$600.00 or deposit of \$300.00**, payable to the **Department of Publications**. **Mail to: Department of Publications, 4237 Elvis Presley Blvd., Memphis, Tennessee 38116.**  
**NO PERSONAL OR COMPANY CHECKS WILL BE ACCEPTED ON SITE.**

**NOTE: EXHIBITORS/VENDORS**

- Y **SETUP TIME: Friday, June 22, 2018 4:00 PM to 9:00 PM.**
- Y **There will be NO SET-UP prior to 4:00 pm on June 22nd.**
- Y **Booth assignment will be made at the discretion of the Department of Publications staff giving consideration to the layout of the room.**

**The General Conference is our Churches largest meeting, convening every four years. PLEASE make your RESERVATIONS as SOON as POSSIBLE, SPACE WILL BE EXTREMELY LIMITED.**

**Dr. Roderick D. Lewis, Sr., General Secretary**  
**(901) 396-5400 • Fax: (901) 396-5406**

**CHRISTIAN METHODIST EPISCOPAL CHURCH  
THIRTY-NINTH (39TH) GENERAL CONFERENCE 2018 CME Church  
JUNE 22nd – JUNE 29th, 2018**

**Birmingham-Jefferson County Civic Center  
2100 Richard Arrington Blvd. • Birmingham, AL 35203**

**Hold Harmless Agreement**

The Exhibitor shall defend, indemnify and Hold Harmless the CME Church General Conference 2018, 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 Thirty-Ninth (39th) General Conference 2018, CME Church, the 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 Company Name: \_\_\_\_\_

Exhibitor's Signature: \_\_\_\_\_

Telephone No. (\_\_\_\_\_) \_\_\_\_\_ (daytime number)

Exhibitor's Address: \_\_\_\_\_

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

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