

DEPARTMENT OF PUBLICATIONS

Christian Methodist Episcopal Church

4466 Elvis Presley Boulevard, Suite 153 < Memphis, Tennessee 38116

DATE: November 17, 2016

TO: EXHIBITORS/VENDORS

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

RE: TWENTY-FIRST (21st) ANNUAL PASTORS' CONFERENCE
MONDAY, JANUARY 9 – WEDNESDAY JANUARY 11, 2017
SHERATON GATEWAY HOTEL
1900 SULLIVAN ROAD, COLLEGE PARK, GA

The Christian Methodist Episcopal Church Twenty-first (21st) CME Church Pastors' Conference will convene at the Sheraton Gateway Hotel, 1900 Sullivan Road, College Park, Georgia, Monday, January 9- Wednesday, January 11, 2017.

Exhibit Hall Hours

- Monday, January 9, 10:00 AM-10:00 PM
- Tuesday, January 10, 8:00 AM- 10:00 PM
- Wednesday, January 11, 8:00 AM -10:00 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 \$225.00, 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: Monday, January 9, 10:00 AM**
- ✓ **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) 396-5400 Fax: (901) 396-5406

**EXHIBITOR CONTRACT
 TWENTY-FIRST (21st) ANNUAL PASTORS' CONFERENCE
 MONDAY, JANUARY 9- WEDNESDAY, JANUARY 11, 2017**

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

DEPARTMENT OF PUBLICATIONS
 Post Office Box 161212
 Memphis, TN 38186-2269
 (901) 396-5400 – Fax: (901) 396-5406

Rental cost for each 8X8 booth is \$225.00. Include with this contract a payment of \$225.00 for each requested booth.

Booth(s) set-up day Monday, January 9 at 10:00 a.m.

All booth exhibits will be in the exhibit area the first day through the last during the following specified hours: Monday, January 9, 10:00 a.m.- 10:00 p.m., Tuesday, January 10, 8:00 a.m. – 10:00 p.m. and Wednesday, January 11, 8:00 a.m.-10:00 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 after December 27, 2016.

**Twenty-first (21st) Pastors' Conference
 CME Church
 Monday, January 9 – Wednesday, January 11, 2017
 Sheraton Gateway Hotel Atlanta Airport
 College Park, GA**

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 Twenty-first (21st) CME Church Pastors' Conference, 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 \$225.00
Date Received _____	
Deposit \$ _____	Balance Due \$ _____
Payment Method:	
_____ check	
_____ money order/cashier check	
Visa, Mastercard, Discovery only	
Booth No. _____	

**CHRISTIAN METHODIST EPISCOPAL CHURCH
TWENTY-FIRST PASTORS' CONFERENCE
Monday, January 9 – Wednesday, January 11, 2017
Sheraton Gateway Hotel
College Park, Georgia**

HOLD HARMLESS AGREEMENT

The Exhibitor shall defend, indemnify and Hold Harmless the 2017 CME Church Twenty-first CME Church Pastors' Conference, 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 Twenty-first CME Church Pastors' Conference 2017, 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: _____