

## DEPARTMENT OF PUBLICATIONS

Christian Methodist Episcopal Church

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4237 Elvis Presley Boulevard, Memphis, Tennessee 38116

DATE: December 8, 2017

TO: EXHIBITORS/VENDORS

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

RE: TWENTY-SECOND (22nd) ANNUAL PASTORS' CONFERENCE  
TUESDAY, JANUARY 16 – FRIDAY JANUARY 19, 2018  
WESTIN HOTEL ATLANTA AIRPORT  
4736 BEST ROAD, ATLANTA, GA 30337

The Christian Methodist Episcopal Church Twenty-second (22nd) CME Church Pastors' Conference will convene at The Westin Hotel Airport, Atlanta, Georgia, Tuesday, January 16- Friday, January 19, 2018.

#### Exhibit Hall Hours

- Tuesday, January 16, 10:00 AM-10:00 PM
- Wednesday, January 17, 8:00 AM- 10:00 PM
- Thursday, January 18, 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 \$250.00, 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**

- ✓ **SET-UP: Tuesday, January 16, 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.**

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

**EXHIBITOR CONTRACT  
 TWENTY-SECOND (22ND) ANNUAL PASTORS' CONFERENCE  
 TUESDAY, JANUARY 16- THURSDAY, JANUARY 19, 2018**

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

DEPARTMENT OF PUBLICATIONS  
 4237 Elvis Presley Blvd.  
 Memphis, TN 38116  
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Rental cost for each **8X8** booth is \$250.00. Include with this contract a payment of \$250.00 for each requested booth.

Booth(s) set-up day Tuesday, January 16 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: Tuesday, January 16, 10:00 a.m.- 10:00 p.m., Wednesday, January 17, 8:00 a.m. – 10:00 p.m. and Thursday, January 18, 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 January 4, 2018.**

**Twenty-Second (22nd) Pastors' Conference  
 CME Church  
 Tuesday, January 16 – Thursday, January 18, 2018  
 Westin Hotel Atlanta Airport  
 Atlanta, 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-second (22<sup>nd</sup>) 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

<b>DEPARTMENT OF PUBLICATIONS</b>	
<b>For Office Use Only:</b>	
____ Booth (s)	Rental Price \$250.00
Date Received _____	
Deposit \$ _____	Balance Due \$ _____
<b>Payment Method:</b>	
_____ check	
_____ money order/cashier check	
<b>Visa, Mastercard, Discovery only</b>	
Booth No. _____	

**TWENTY-SECOND (22ND) ANNUAL PASTORS' CONFERENCE**  
**Tuesday, January 16 – Thursday, January 18, 2018**  
**Westin Hotel Atlanta Airport**  
**Atlanta, Georgia**

**HOLD HARMLESS AGREEMENT**

The Exhibitor shall defend, indemnify and Hold Harmless the 2018 CME Church Twenty-second 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-second CME Church Pastors' Conference 2018, 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: \_\_\_\_\_