



# Connectional Lay Organization

## African Methodist Episcopal Church

### 34<sup>th</sup> Biennial Session

Charleston Area Convention Center Complex  
August 2 – August 6, 2015 – North Charleston, SC

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#### Vendor/Exhibit Contractual Agreement and Guidelines



**Bishop Richard F. Norris, Sr.**  
Seventh Episcopal District  
Host Bishop



**Dr. Willie C. Glover**  
Connectional Lay Organization  
Global President



**Bishop William P. DeVeaux, Sr.**  
Lay Commission Chairman

**Connectional Lay Organization  
African Methodist Episcopal Church  
Charleston Area Convention Center Complex**

**North Charleston, SC  
EXHIBIT LOCATION**

**VENDOR/EXHIBIT SCHEDULE**

**August 1, 2015 - Saturday**

Exhibitor set-up from 1:00 PM to 6:00 P.M. (Move-in)

**August 2, 2015 - Sunday**

Charleston Area Convention Center Complex  
8:30 A.M. to 9:30 P.M.

**August 3, 2015 - Monday**

Charleston Area Convention Center Complex  
8:30 A.M. to 9:30 P.M.

**August 4, 2015 - Tuesday**

Charleston Area Convention Center Complex  
8:30 A.M. to 9:30 P.M.

**August 5, 2015 - Wednesday**

Charleston Area Convention Center Complex  
8:30 A.M. to 9:30 P.M.

**August 6, 2015 – Thursday**

*Dismantling of Exhibits from  
5:00 P.M. to 8:00 P.M.*

**sjb Conventions and Meetings**

**Sandra Bonner Hadley**

**301-925-9554**

**301-442-9206**

[sandrabonnerhadley@yahoo.com](mailto:sandrabonnerhadley@yahoo.com)

**BOOTH ASSIGNMENTS**

Full payment is required with this signed Exhibit Application and signed Exhibitor Guideline Agreement. Booths are assigned on a first-come, first-served basis and are subject to the rights reserved by the Connectional Lay Organization of the African Methodist Episcopal Church and its sole discretion, to select and assign space.

**Booth Space Contact:                   \$350.00/per booth**

**Make Checks payable to: Connectional Lay Organization**

**Mail to:**

Mrs. Sandra Bonner Hadley - Vendor Coordinator - 10007 Broadleaf @ Woodview - Mitchellville, MD 20721

Phone: (301) 925 9554 - *No calls after 9PM* – (301) 442 9206

Email: [sandrabonnerhadley@yahoo.com](mailto:sandrabonnerhadley@yahoo.com)

**Please fill out the enclosed form and return it as soon as possible!**

**Accepted forms of payment are Cashier's Checks, Money Orders, and Wires Transfers ONLY.**



**Connectional Lay Organization  
African Methodist Episcopal Church  
34<sup>th</sup> Biennial Session**



## GENERAL INFORMATION

### **Exhibit Set-up and Dismantling:**

Installation of Exhibits begins at 1:00 P.M. on Saturday, August 1, 2015, and must be completed by 6:00 P.M. Exhibits will close at 5:00 pm on August 6th, 2015. Dismantling will begin at 5:00 P.M. to 8:00 P.M. All Exhibitor materials must be removed from the Exhibit Hall by 8:00 P.M. on Thursday, August 6th, 2015. No packing materials or equipment are to be left in the Exhibit Hall following installation of the Exhibit or brought into or removed from the Exhibit space during Exhibit hours.

### **Facilities and Display Information:**

Booths spaces are 10' X 10' and are equipped with standard framing materials and carpet. \*Electrical Outlet Usage will be an extra cost.\*

### **Exhibit Booth Labor Requirements:**

As an exhibitor, you are allowed to set up your own exhibit booth, as long as you use your own employees.

### **Delayed Occupancy:**

Any space unclaimed by 6:00 P.M. on Monday, August 3<sup>rd</sup>, 2015, may be resold or reassigned by the Connectional Lay Organization without refund to Exhibitor. Exhibitor waives notice of any reassignment and the Connectional Lay Organization will not be held liable to the exhibitor for any incurred expenses.

### **Liability:**

The African Methodist Episcopal Church Lay Organization, its officers, directors, members, and individuals who are in conjunction with the AME Lay Biennial Convention are not responsible and shall not be held for any loss or injury resulting from accident, fire, theft or any cause whatsoever, including, but not exclusively, accident or injury to exhibitors' property, manufacturers' demonstration participants, their employees, agents, guest, the public and others, during or subsequent to the periods covered by the Exhibit Contract Application and Guidelines. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify and hold harmless the AMEC Lay Organization, their officers, employees and agents, against all claims, losses and damages to persons and property, governmental charges of fines and attorneys' fees arising out of or caused by the exhibitor's installation, removal, maintenance, occupancy or cause of the exhibitor premises or part thereof, including outside exhibition areas. In addition, exhibitor acknowledges that the AMEC Lay Organization, the Governors Exhibition Hall, its officers, employees and agents do not maintain insurance covering exhibitor's property. Exhibitors are advised to obtain business interruption and property damage insurance covering such losses by exhibitors. The AMEC Lay Organization and the Governors Exhibition Hall are not responsible

for obtaining insurance. Each exhibitor is responsible for any and all damages to the exhibit area and for any and all claims and demands made in regard to an injury, death or damage to property incurred in or upon the assigned space. Exhibitors must have their own certificate of insurance.

### **Booth Cancellations:**

Cancellation request must be submitted in writing to SBJ Conventions and Meetings: Sandra Bonner Hadley- 301-925-9554 OR 301-442-9206 Email: [sandrabornerhadley@yahoo.com](mailto:sandrabornerhadley@yahoo.com) and received by July 6th, 2015. No refunds will be made if booth space remains unsold. Full refunds are available less 25% (of contract value) as an administrative fee. Absolutely no refunds will be made for cancellations received after July 6th, 2015.

### **Volume:**

Any exhibitor producing sound at a volume that is objectionable to other exhibitors will be asked by the AMEC Lay Organization to lower the volume. If this cannot be done to the satisfaction of all, sound production will have to cease.

### **Music:**

The playing of live or prerecorded music in your booth may require an individual licensing agreement signed by a representative or your company with BMI, ASCAP (musical licensing associations) or both. Call either association to check on your liability. Exhibitor agrees to pay when due all royalties, fees or other charges owed and agrees to hold AMEC Lay Organization harmless against any and all claims or charges related to music licensing.

### **Convention Cancellation:**

Should any contingency prevent the holding of the AMEC Lay Convention, the AMEC Lay Organization will not be held liable for any expenses incurred by the exhibitor, however, exhibit space fees will be refunded.

### **Contact Information:**

For inquires regarding booth payments please contact SJB/Sandra Jo Bonner Conventions and Meetings at 301-925-9554 OR 301-442-9206 – Email: [sandrabornerhadley@yahoo.com](mailto:sandrabornerhadley@yahoo.com)

***AFRICAN METHODIST EPISCOPAL CHURCH  
Connectional Lay Organization***

### **Exhibitor Housing Information:**

Please contact SJB/Sandra Jo Bonner Conventions and Meetings at 301-925-9554 OR 301-442-9206, Email: [sandrabornerhadley@yahoo.com](mailto:sandrabornerhadley@yahoo.com) for information regarding room information for CLO 34th Biennial Session Vendors.

# EXHIBITORS GUIDELINES CONTRACTUAL AGREEMENT

**URGENT: Information must be received no later than July 6th, 2015**

**EXHIBITOR SET UP August 1st - 1:00 PM to 6:00 PM - Grand Opening is August 2nd at 8:30 A.M.**

Authorized Company Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth Number(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Company Name for Exhibitor's Directory and Booth Identification Sign should read:

\_\_\_\_\_

Exhibitors/Vendor Name Badges (2) should read: (Two names per booth please)

1. \_\_\_\_\_

2. \_\_\_\_\_

Please briefly describe the items and/ or merchandise that will be located in your assigned

\_\_\_\_\_

**\*\*\* All Vendor's inquires should be directed to Sandra Bonner Hadley – SJB Conventions and Meetings (301) 925 9554 or (301) 442-9206 / [sandrabonnerhadley@yahoo.com](mailto:sandrabonnerhadley@yahoo.com)**

YES – I would like one complimentary 6' draped table and 2 chairs for each booth purchased

NO – I do not want the complimentary table and chairs

WE AGREE TO ALL THE TERMS AS SET FORTH IN THE EXHIBITOR GUIDELINES

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Enclosed please find \$\_\_\_\_\_ which is for rental of One (1) 10 x10 Vendor's Booth. One Trash Can, Two Chairs, 1 Back Drop and 1 Sign with Company Name will be supplied per booth. The 34<sup>th</sup> Biennial Session of the Connectional Lay Organization – AME Church will be held at the Embassy Suites North Charleston Airport Hotel/Convention Center. It is understood that booth hours from this event extended from 8:30 A.M. to 9:30 P.M. each day. The balance of the deposit should be submitted by July 6th, 2015. Vendors are also prohibited from contacting convention staff directly. All requests for maintenance assistance and special requirements (i.e. internet connectivity, electricity) must be made through Sandra Bonner Hadley Conventions and Meetings – **(301) 925 9554 or (301) 442-9206**. It is also understood that vendor space may not be shared with any entity other than represented by the signature above. It is further understood that this agreement and the Vendor Rules and Regulations constitutes the entire agreement between the Connectional Lay Organization and the party whose signature is affixed below. This contract cannot be altered verbally at any time, nor can it be altered in writing after July 6, 2015.

## For Office Use Only:

Date Received \_\_\_\_\_ Payment Enclosed \_\_\_\_\_ Amount Paid \_\_\_\_\_ Balance \_\_\_\_\_

Booth Assignment: \_\_\_\_\_