

Church Of God In Christ
2013 International Holy Convocation
St. Louis America's Center
Exhibit Space Agreement



Business/Organization Name: _____ Returning Vendor? yes no
(WHOLESALEERS ARE SPECIFICALLY PROHIBITED)

Contact Name: _____

Position: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: (____) _____ Evening Phone: (____) _____

Cell (____) _____ Fax: (____) _____

E-mail: _____

BOOTH REQUEST INFORMATION

(10x10) Exhibit booth at St. Louis America's Center

____ Number of Exhibit booths requested Amount enclosed: \$ _____ Type of Booth Prime Corner Booth
 Standard Corner Booth
 Standard Booth

Description of product(s) to be sold, displayed, distributed:

All Exhibitors must read and agree to abide by the 2013 Exhibitor Policies and Guidelines.

!!!VERY IMPORTANT!!!

LIABILITY: Exhibitor assumes the entire responsibility and hereby agrees to indemnify and hold harmless the Church of God In Christ, Inc., its officers, managers, employees and agents against all claims, losses and damages to persons or property, charges or fines and attorney fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof. In addition, Exhibitor acknowledges that the Church Of God In Christ, Inc. does not maintain business interruption and/or property damage insurance covering such losses by Exhibitor.

Every vendor shall provide an insurance certificate/binder, which identifies the Church of God In Christ as a certificate holder. The policy shall hold no less than \$1,000,000.00 rider effective November 4, 2013 through November 12, 2013. It is understood that no vendor shall be allowed to participate without said insurance policy.

MEMORANDUM OF UNDERSTANDING:

This conference is not designed for wholesale activity, therefore we reserve the right to refuse participation, or at any point in the conference ask a participating vendor to leave the premises for ANY actions or operations we deem inappropriate/unacceptable. The conference reserves the right to reassign a booth if circumstances deem it necessary for any unforeseen reason.

EXHIBITOR PAYMENT SCHEDULE AND REFUND POLICY:

If you desire to participate in the 2013 *C.O.G.I.C. MART*, please return this exhibitor agreement with booth deposit.

You may also follow the suggested payment schedule listed below:

Prime Corner Booth rate = \$1,300.00

Standard Corner Booth rate = \$1,150.00

Standard Booth rate = \$1,100.00 per booth

Deposit = 25% payments in increments due December 3, 2012, March 1, 2013, June 1, 2013, & September 7, 2013



RIGHT TO REFUSE

Booths are guaranteed only when paid-in-full. If only a deposit is placed and another vendor has interest in the same booth, the original vendor of interest will be given 72 hours to pay for said booth. If not, the booth will be relinquished to the second vendor.

Please make payments payable to: **COGIC Convention Services**

Mail payment(s) to:

*Convocation Exhibits – COGIC Convention Services
938 Mason Street
Memphis, TN 38126*

Vendors are encouraged to complete payment as soon as possible as booth assignments are based upon booths being paid for in full. Payment(s) for Exhibit space will be accepted via Money Order or Cashier's Check only; no exceptions. All personal checks will be returned.

LATE VENDOR REGISTRATION

Vendors that register after September 7, 2013 will be considered *late* and must pay an additional \$400.00 per booth. The total fee at that time for any *late vendor* with a standard rate booth will be \$1,500.00 per booth and \$1,700.00 for the prime rate booth. **Vendors that do not complete their payment schedule and have a balance after September 7, 2013 will be considered late and assessed the additional \$400 for each booth.**

Once confirmation is received, **the last date to request a refund for booth rental is September 30, 2013.** After this date no refunds will be processed.

C.O.G.I.C. MART Schedule

Load-In: Monday, November 4, 2013

MART Operation Dates: Tuesday, November 5, 2013 through Monday evening, November 11, 2013

Load-Out: Monday evening, November 11, 2013 and Tuesday, November 12, 2013

Vendors who have reserved booths but have not checked in by end of business Wednesday, November 6, 2013 will forfeit their right to said booth. This forfeiture does not include vendors that have notified the conference of an alternative check in date prior to November 6, 2013.

Please refer all questions to C.O.G.I.C. Headquarters at (901) 947-9347

SIGNING BELOW INDICATES:

Exhibitor has read, understands and agrees to the terms and conditions listed in the 2013 International Holy Convocation Exhibitor Policies and Guidelines

Signature: _____ Date: _____

Print Name: _____ Title: _____

Business Name: _____