

**Church Of God In Christ**  
**2017 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

Preferred Booth Number Selection(s)

- Prime Corner Booth
- Standard Corner Booth
- Standard Booth

First Choice: # \_\_\_\_\_, # \_\_\_\_\_, # \_\_\_\_\_, # \_\_\_\_\_    Second Choice: # \_\_\_\_\_, # \_\_\_\_\_,  
# \_\_\_\_\_, # \_\_\_\_\_

Third Choice: # \_\_\_\_\_, # \_\_\_\_\_, # \_\_\_\_\_, # \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**All Exhibitors must read and agree to abide by the 2017 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 6, 2017 through November 14, 2017. 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 2017 *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 1, 2016, March 1, 2017, June 1, 2017 & September 8, 2017



**FIRST RIGHT OF REFUSAL**

If another vendor has interest in the same booth, the original vendor of interest will be given 72 hours to pay for said booth in full. If not, the booth will be relinquished to the second vendor.

**Please make check or money orders 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 8, 2017 will be considered *late* and must pay an additional \$400.00. 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 remaining balance after October 6, 2017 will be considered late and assessed the additional \$400.**

Once confirmation is received, **the last date to request a refund for booth rental is September 29, 2017.** After this date no refunds will be processed.

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

**Load-In:** Monday, November 6, 2017 (8 a.m. - 4:30 p.m.)

**MART Operation Dates:** Tuesday, November 7, 2017 through Sunday evening, November 12, 2017

**Load-Out:** Monday, November 13, 2017 (8 a.m. - 3 p.m.)

Vendors who have reserved booths but have not checked in by closing time, Wednesday, November 8, 2017 will forfeit their right to said booth. This forfeiture does not include vendors that have notified the conference of an alternate check in date prior to November 8, 2017.

**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 2017 International Holy Convocation Exhibit Space Agreement.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Business Name:** \_\_\_\_\_