

**Church Of God In Christ
2016 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

Preferred Booth Number Selection(s)

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 2016 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 1, 2016 through November 15, 2016. 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 2016 **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, 2015, March 1, 2016, June 1, 2016 & September 8, 2016



FIRST RIGHT OF REFUSAL

Booths are guaranteed ***only*** when paid-in-full. If only a deposit is placed and another vendor has interest in the same booth prior to Saturday, November 7, 2015, the original vendor of interest will be given 24 hours to pay for said booth while on site. If not, the booth will be relinquished to the second vendor.

Upon conclusion of the 2015 convention, booths will be guaranteed ***only*** when paid in full. 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, 2016 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 September 8, 2016 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 30, 2016.** After this date no refunds will be processed.

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

Load-In: Monday, November 7, 2016 (8 a.m. - 5 p.m.)

MART Operation Dates: Tuesday, November 8, 2016 through Monday evening, November 14, 2016

Load-Out: Tuesday, November 15, 2016 (8 a.m. - 5 p.m.)

Vendors who have reserved booths but have not checked in by closing time, Wednesday, November 2, 2016 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 2, 2016.

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 2016 International Holy Convocation Exhibit Space Agreement.

Signature: _____ **Date:** _____

Print Name: _____ **Title:** _____

Business Name: _____