



**Church Of God In Christ**  
**2018 International Holy Convocation**  
**St. Louis America's Center**  
**Exhibitor Space Agreement**

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

Contact Name & Position: \_\_\_\_\_

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

Daytime #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Evening #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ 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:      \_\_\_\_ Standard Corner      \_\_\_\_ Standard Corner      \_\_\_\_ Prime Corner

**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 2018 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 Exhibitor shall provide an insurance certificate/binder, which identifies the Church Of God In Christ, Inc. as a certificate holder. The policy shall hold no less than \$1,000,000.00 rider effective November 5, 2018 through November 12, 2018. It is understood that no Exhibitor shall be allowed to participate without said insurance policy. Exhibitors must provide evidence of insurance by October 26, 2018.



The Church Of God In Christ reserves the right to prohibit access to the Exhibit Hall to any exhibitor from whom no proof of insurance has been received. Insurance protection of the type described will not be provided to the Exhibitor either by the Church Of God In Christ or the America's Center.

### **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 Exhibitor 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 2018 *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 Aisle Booth rate = \$1,100.00 per booth

Deposit = 25% payments in increments due December 1, 2017, March 1, 2018, June 1, 2018 & Sept 8, 2018

No refunds will be made on cancellations of exhibit space received on or after October 12, 2018.

### **FIRST RIGHT OF REFUSAL**

After conclusion of the 2017 convention, booths will be guaranteed ***only*** when paid in full. If another Exhibitor has interest in the same booth, the original Exhibitor 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 who must pay for said booth in full.

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***

***Payment(s) for Exhibit space will be accepted in the form of a Money Order or Cashier's Check only. There will be no exceptions. All personal checks will be returned.***

### **LATE VENDOR REGISTRATION**

Exhibitors who register after September 16, 2018 will be considered ***late***. An additional \$250.00 will be charged for each additional booth. The total fee at that time for any ***late vendor*** with a standard rate booth will be \$1,350.00 per booth. A Standard Corner Booth will be \$1,600. And A Prime Corner Booth will be \$1,550. **The same will apply for individual who do not satisfy the scheduled payment plan.**

Once confirmation is received, ***the last date to request a refund for booth rental is September 28, 2018.*** After this date, refunds will no longer be processed.



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

**Load-In:** Monday, November 5, 2018 (8 a.m. - 4:30 p.m.)

**MART Operation Dates:** Tuesday, November 6, 2018 through Sunday evening, Nov. 11, 2018

**Load-Out:** Monday, November 12, 2018 (8 a.m. - 3 p.m.)

Exhibitors who have reserved booths but have not checked in by closing time, Wednesday, November 7, 2018 will forfeit their right to said booth. This forfeiture does not include vendors who have notified the conference of an alternate check in date prior to November 7, 2018.

**MOVE OUT** - Exhibitors may not dismantle, pack or remove any part of their display prior to 10 p.m. on Sunday, November 11, 2018 under any circumstances. A penalty of \$250 will be charged for early move-out.

**RESTRICTIONS ON USE OF SPACE** - No exhibitor shall sublet / broker any part of the space allocated to him/her. Solicitations or demonstrations by exhibitors must be confined within the boundaries of their own respective booths.

**EXHIBITOR ADMITTANCE** - “Vendor” Badges will be mandatory for admittance to the exhibit hall prior to public access.

**TERMINATION OF THE AGREEMENT** - This agreement may be terminated by the Church Of God In Christ at any time on the breach of any of the conditions by the Exhibitor, and thereupon all its rights hereunder shall cease and terminate, and any payments made by the Exhibitor on account hereof prior to said termination shall be retained by the Church Of God In Christ as liquidated damages for such breach, and the Church Of God In Christ may thereupon re-sell said booth space.

**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 2018 International Holy Convocation Exhibit Space Agreement.**

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

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

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