

**AIM Convention Exhibit Application - Church Of God In Christ, Inc.**

**June 29 – July 3, 2020**

**Greater Columbus Convention Center**

400 N. High Street, Columbus, OH 43215 – (614) 827-2500

*Bishop Linwood Dillard, Chairman – Bishop Charles E. Blake, Presiding Bishop*

Primary Information - PLEASE PRINT CLEARLY AND COMPLETELY!	
Business Name:	
Address:	City-State-Zip:
Email Address:	Cell Phone: Office Phone:
Products & Services Offered:	

Items	Cost	# Requested
<b>Exhibit Booth Rental</b>	<b>\$750</b>	
<b>Electrical Service</b>	<b>\$150</b>	<b>Yes or No (circle)</b>
<b>Additional 6ft Table/Chairs</b>	<b>\$75</b>	<b>Yes or No (circle)</b>

**\*\*Please note that the total deposit is \$375 PER Exhibit Booth Rental\*\***

**Liability**

*With the signing of this contract, the Exhibitor assumes full responsibility and hereby agrees to protect, indemnify, the Church of God In Christ, Inc., and its employees and/or agents harmless against all claims, losses and damages to persons or property, charges and/or fines and/or attorney fees arising from and/or caused by the Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof. In addition, the Exhibitor acknowledges that the AIM Convention or the Church Of God In Christ, Inc. is not responsible for an interruption in business or any property loss or damage incurred by the Exhibitor.*

*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.*

*My signature below hereby indicates that I have read, reviewed and understand the terms, and received the "Guidelines for 2020 AIM Convention". I understand that there are **NO REFUNDS** under ANY circumstances, and I further understand that by signing this contract, it does hereby create a binding contract.*

Printed Name:	
Signature:	Date:

***Please DO NOT write below this line. For Staff use only.***

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Business Name:	Booths Requested:
Deposit:	Date:
Balance Due:	Authorized by:

<b><i>Credit Card Payment Form</i></b>			
<i>Name on Card:</i>		<i>Type of Card:</i>	
<i>Card Number:</i>		<i>Expiration:</i>	
<i>Billing Address:</i>		<i>Security Code:</i>	
<i>City, State, Zip:</i>		<i>Amount:</i>	

**Note: All of the following information is kept strictly confidential. Once the card has been charged, there will be NO REFUNDS!**

By signing this document, the COGIC AIM Convention Finance Staff is authorized to charge the aforementioned credit card for the sole purpose of securing an Exhibit Booth/Vendor Space and services for the 2020 COGIC AIM Convention in Columbus, OH.

<b>Business Name:</b>	
<b>Printed Name:</b>	
<b>Signature:</b>	<b>Date:</b>

*Please send the completed form (pages 1&2) with payment to:*

**To Pay via Credit Cards (FAX ONLY)**

Leigh DeWitt  
 Balanced Bookkeeping Services  
 Fax: 901-328-5731

**To Pay via Money Orders/Cashier’s Checks**

Pastor A. Quron Hairston, AIM Exhibits Coordinator  
 4304 134<sup>th</sup> Street  
 Lubbock, TX 79423  
 325-374-2349

**\*\*\*\*Please make all money orders or cashier’s checks payable to: “AIM 2020 Exhibits”**

## AIM Convention Exhibit Guidelines

*Please keep these guidelines for future review.*

1. All exhibitors are **REQUIRED** to meet with the AIM Vendor Management Team **PRIOR** to taking occupancy. **MOVE-IN BEGINS ON SUNDAY, JUNE 28<sup>th</sup> @ 8AM.**
2. **Exhibit Space:** 10ft x 10ft area with one skirted table and 2 chairs.
3. A minimum deposit of **\$375 per exhibit space requested** MUST accompany a signed contract to receive a tentative booth assignment. *Cashier's Check, Money Order or Credit Card payments ONLY are acceptable forms of payments.* **NO PERSONAL CHECKS!**
4. Each exhibit space must be **PAID IN FULL** before an Exhibitor will be allowed to take occupancy. This payment must be accompanied by a completed application.
5. **Additional Fees:** Any additional services provided (*i.e. electrical, extra tables/chairs*) will require an additional fee. On-site orders are paid at a premium.
6. Each exhibitor, including all merchandise, must remain within the designated area. Per the local Fire Marshall, aisles must remain clear at all times. This will be strictly enforced. Each exhibitor must respect noise limits and is responsible for all personal property.
7. Each exhibitor is expected to return the area and equipment in the condition it was received. Any damages or missing items from the exhibit location will be charged to that specific exhibitor.
8. Every exhibitor **MUST** adhere to the directions of the **AIM Vendor Management Team** at all times. **Failure to comply may result in dismissal from the event and forfeiture of all fees paid.** The AIM Vendor Management Team reserves the right to refuse service and space to any potential or existing Exhibitor at any time.
9. **Sub-letting** constitutes a direct breach of contract. Violators will be dismissed immediately without refund.
10. Each exhibitor is subject to Labor Union fees that may be accessed at the time of move-in. If this fee amount becomes available prior to the move-in date, then the information will be forwarded to the exhibitor in a timely fashion.

<b>AIM 2020 HOURS OF OPERATION</b>	
<b>Monday, June 29</b>	<b>3pm – 9pm</b>
<b>Tuesday, June 30 - Wednesday, July 1</b>	<b>10am – 9pm</b>
<b>Thursday, July 2 (MIDNIGHT MADNESS)</b>	<b>10am – Midnight</b>
<b>Friday, July 3</b>	<b>10am – 6pm</b>
<i>All exhibitors must vacate the exhibit area by <b><u>Saturday, July 4 @ 11am.</u></b> The AIM Convention/COGIC is not responsible for any items left behind.</i>	

**For more information please contact:**

**Pastor A. Quron Hairston, AIM Exhibits Coordinator**

\*\*\*\*Preferably by Email: [aqhairston@gmail.com](mailto:aqhairston@gmail.com)

Cell – 325.374.2349