



# Women's Missionary Society

African Methodist Episcopal Church

Dr. Shirley Cason Reed, *Connectional President*

March 22, 2019

Dear Prospective Vendor:

The International Women's Missionary Society (WMS) and Young People's Division (YPD) of the African Methodist Episcopal Church will hold its 19<sup>th</sup> Quadrennial Convention on July 23-August 1, 2019. We are expecting upwards of 5,000 attendees at this meeting to be held at the:

Greater Columbus Convention Center  
400 North High Street  
Columbus, Ohio 43315  
July 23 – August 1, 2019

Based on your expressed interest and/or previous participation with us, the vendor information package is enclosed for your review, completion, and submission. Included find:

1. **Vendor/Exhibit Space Agreement: Rules, Regulations, and Information**
2. **Vendor/Exhibit Floor Plans**
3. **Greater Columbus Convention Center Electrical Service Order Form**

To secure your space, we must receive all enclosed forms completed, signed and returned with full payment no later than **May 15, 2019**. You may pay by cashier's check, money order, American Express, Visa or MasterCard. Booth locations will be assigned on a "First Come, First Served" basis upon confirmation of FULL payment.

We know you will want to be a part of this wonderful experience! Vendor spaces are limited, so you are encouraged to reserve your space immediately. Please direct any concerns to Rita Willis, Vendor Exhibit Manager at 804 221 7394.

Sincerely,

Shirley Cason Reed

President

Women's Missionary Society

Enclosures

1134 11th Street NW  
Washington, DC 20001

Phone (202) 371-8886  
Fax (202) 371-8820

Visit [www.wms-amec.org](http://www.wms-amec.org) | E-mail [wmsamec@aol.com](mailto:wmsamec@aol.com)

# Vendor and Exhibit Space Agreement

## Rules, Regulations, and Information

This agreement is made between \_\_\_\_\_ (official name of vendor/exhibitor) and the International Women's Missionary Society of the AME Church (organizer) for the rental of Vendor/Exhibit space for the period of **July 27 to August 1, 2019**

**Booth Assignment:** To secure booth space, a completed application, signed agreement, and full payment must be received no later than May 15, 2019. Booth assignments will be made in the order that contract packages are received.

The standard booth package includes one 6' draped/skirted table, two chairs, back and side wall draping, and identification sign. The booths are 10' x 10' unless otherwise indicated. **Displays must be contained completely within the specified boundaries of the space.** No portion of the display may extend into the aisle or into any adjoining space or other area outside the perimeters of the space. In order to receive a booth assignment, the full payment amount is required.

**\*\* Electrical Outlet Usage will be an extra cost paid by Vendor directly to Convention Center personnel.**

If a Vendor plans to install a completely constructed display of such a nature that the Vendor will not require or desire use of standard booth equipment, no part thereof shall so project as to obstruct the view of adjacent booths. Booth side dividers of a height in excess of 36" must not extend further than three (3) feet out from the back wall. Booth walls must not exceed eight (8) feet in height. Island exhibits must not include a back wall that blocks visibility of neighboring booths. Any exceptions must first be approved in advance.

### **WMS Hours of Operation:**

Vendor Setup:                      Saturday,      July 27, 2019                      9:00 a.m. - 6:00 p.m.

**SUNDAY, JULY 28, 2019    2:45 p.m. - MARKETPLACE RIBBON CUTTING CEREMONY**

Vendor Business Hours      Sunday,      July 28, 2019                      3:00 p.m. – 9:00 p.m.

Monday,      July 29, 2019                      9:00 a.m. - 9:00 p.m.

Tuesday,      July 30, 2019                      9:00 a.m. - 9:00 p.m.

Wednesday,      July 31, 2019                      9:00 a.m. - 9:00 p.m.

Thursday,      August 1, 2019                      8:00 a.m. - 1:00 p.m.

Booth Dismantling:              Thursday,      August 1, 2019                      1:00 p.m. – 3:00 p.m.

➤ **Booth Breakdown MUST be completed by 3:00 p.m., Thursday, August 1, 2019. Otherwise, estimated overtime labor charges of \$850.00 for delayed dismantle of booths will be charged to vendor.**

**Payment and Cancellation:** Associated cost for each Vendor booth is determined by category of Vendor. Full payment for the space must accompany the application and signed agreement by May 15, 2019. Booth reservations made after May 15, 2019 will incur an additional \$100.00. Vendors may cancel this agreement by written notice to the organizers. Cancellations received prior to May 15, 2019, will be refunded subject to a 25% (of contract value) cancellation fee. However, no refund will be made if booth space remains unsold. Refunds will not be processed until August 10, 2019.

**Use of Space:** No vendor shall permit any other corporation or firm or its representatives to use the space allotted in this contract; nor sublet booths, or assign this lease in whole or in part, or share allotted space; nor display articles not manufactured or normally sold by the contracted vendor without written consent of the organizers.

The WMS shall have the right at the discretion of the Exhibit Manager to remove any materials or display from a non-exhibiting company, agency, or organization within an exhibit or vendor space. **Other than The WMS Store, no WMS product can be sold by ANY other vendor.** The WMS also will evict any vendor or exhibitor and/or display, which in the opinion of management, may detract from the general character of the Vendor/Exhibit Program as a whole. Upon eviction, the WMS is not liable for any refund or other exhibit expenses.

Audio Visual aids and/or equipment may not be played at a level that would interfere with adjacent exhibitors. Any vendor producing sound at a volume that is objectionable to other vendors will be asked by the organizer to lower the volume. If this cannot be done to the satisfaction of all, sound production will have to cease.

**Liability and Insurance:** The Vendor/Exhibitor agrees to protect, defend and hold the Women's Missionary Society (WMS), the Greater Columbus Convention Center and its employees and agents harmless against all claims, demands, actions, expenses, penalties, losses and damages to persons or property, governmental charges or fines and attorney fees arising out of or caused by the Vendor/Exhibitor installation, removal maintenance, occupancy and use of the space. Vendor/Exhibitor will be required to meet the cost of making good any damage to floors, walls, structures, and accessories.

**Security and Insurance:** No security is provided. All goods are displayed and stored at the risk of the Vendor/Exhibitor. Vendor/Exhibitor is advised to carry insurance against theft, loss, damage, and fire. In addition, the Vendor/Exhibitor acknowledges that the WMS, The Greater Columbus Convention Center and its employees and agents do not maintain insurance covering Vendor/Exhibitor's property.

**WMS,** Vendor/Exhibit installation setup is scheduled for Saturday, July 27, 2019 9:00 a.m. - 6:00 p.m. All displays must be in place and set up by the time of the official opening on Sunday, July 28, 2015 at 8:30 a.m. Space not occupied or setup by that time may be reassigned for other purposes by the organizer. No exhibits shall be dismantled before the official closing on August 1, 2019 at 12:00 p.m. No packing materials or equipment are to be left in the Exhibit Hall following installation of the Exhibit nor brought into or removed from the Exhibit space during Exhibit hours. Such requirements shall be binding. Booth Breakdown **MUST** be completed by **assigned dismantling times**. Otherwise, estimated overtime labor charges of \$850.00 for delayed dismantle of booths will be charged to vendor.

**Conference Cancellation:** Should a contingency prevent the holding of the 19<sup>th</sup> WMS Quadrennial Convention Meeting, the WMS will not be held liable for any expense incurred by the Vendor/Exhibitor; however, booth space fees will be refunded.

**Agreement to Conditions:** Each Vendor/Exhibitor agrees to abide by the conditions of this agreement; agrees to adhere to the rules and regulation as outlined in this document; understands and agrees the sole control of the exhibit area rests with the Exhibit Management who has the sole authority to interpret and enforce all rules and regulations contained herein and make any amendments as shall be necessary for the orderly conduct of the exhibition; and understands that failure to comply with these rules and regulations may result in removal of vendors goods, products, or services from the exhibit area.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_

# APPLICATION/CONTRACT FOR VENDOR/EXHIBIT SPACE

PLEASE TYPE OR PRINT

Name of Exhibitor (*Business Name*) \_\_\_\_\_ Telephone Number \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of Exhibitor's Authorized Agent \_\_\_\_\_ Title \_\_\_\_\_

Email Address \_\_\_\_\_

Type of items for sale or exhibit: \_\_\_\_\_

- Please check:  Booth Space @ \$800.00 each  AME Church Candidate @ \$600.00 each  
Entire Event: July 27, 2029 – August 1, 2019  WMS Episcopal District @ \$500.00 each  
 Informational Booth Only @ \$500.00 each  
 Please check if, items producing sound will be displayed or used.

**Requests/contracts received after May 31, 2019 are subject to space availability and an additional fee of \$100.00.**  
*Standard Booth: The standard size of each booth is approximately 10x10. The booth will consist of a draped table, two chairs, one wastebasket and a booth sign.*

TOTAL BOOTHS REQUESTED \_\_\_\_\_ AMOUNT ENCLOSED \$ \_\_\_\_\_

Booth Location Request: Choice #1 \_\_\_\_\_ Choice #2 \_\_\_\_\_ Choice #3 \_\_\_\_\_

**Payments may be made by Cashier's Check, Money Order, AMERICAN EXPRESS, VISA or MASTERCARD  
Cashier's Checks or Money Orders should be sent to the address listed below. **NO PERSONAL CHECKS ACCEPTED****

## CHARGE ACCOUNT INFORMATION

\_\_\_\_\_  American Express  Visa  MasterCard  
Name as listed on credit card

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ CV \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

## OFFICE USE ONLY

Date Received \_\_\_\_\_ Amount Received \_\_\_\_\_ Initial \_\_\_\_\_

Form of Payment:  Cashier's Check \_\_\_\_\_  Money Order \_\_\_\_\_  Credit Card \_\_\_\_\_

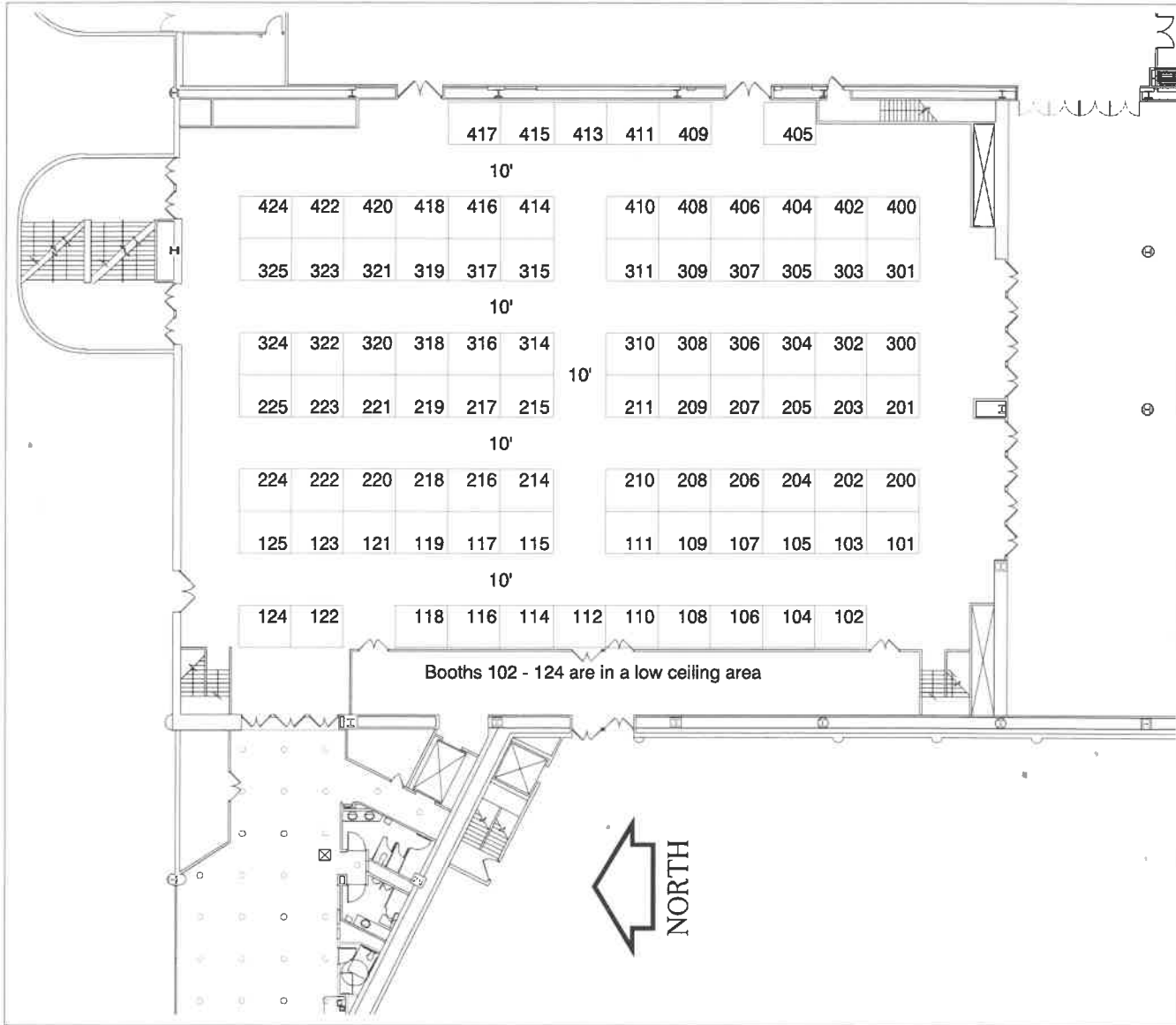
Booth Number(s) Assigned \_\_\_\_\_ Date Confirmed \_\_\_\_\_

Confirmed By \_\_\_\_\_

*Fax or email all forms and payment information to:*

**The Women's Missionary Society  
African Methodist Episcopal Church  
1134 Eleventh Street, NW  
Washington, DC 20001  
(202) 371-8886 office  
(202) 371-8820 fax  
wmsamecrec@aol.com**

Attn: Ms. Rita Willis, Vendor Exhibit Manager



# Womens Missionary Quadriennial

## Womens Missionary Quad

July 27 - Aug 1, 2019

Hysit Regency

Columbus, OH

Ballroom

Legend:

Inventory as of 01/15/2019

Dimension ft x ft	Size	Qty	Soft
	80	89	7,120
Totals:		89	7,120

AE: Carolyn Hodge  
 Show Number: 9C200\_16 WD  
 Drawn By: M. Otman  
 Revised: 1/15/2019 5:11 AM  
 File: womens\_missionary\_quad\_16\_1.dwg

Every effort has been made to ensure the accuracy of all information contained on this floor plan. However, no warranties, either expressed or implied are made with respect to this floor plan. If the location of building columns, utilities or other architectural components of the facility is a consideration in the construction of an exhibit, it is the sole responsibility of the exhibitor to physically inspect the facility to verify all dimensions and locations.



## Hyatt Regency Columbus Electrical Form

<b>Name of Conference:</b>		<b>Organization Name:</b>	
<b>Booth:</b>	<b>Function Room:</b>	<b>Name:</b>	
<b>Address:</b>		<b>City:</b>	<b>State:</b>
<b>Phone #:</b>		<b>Email:</b>	

<b>SET-UP</b>	
<b>DATE</b>	
<b>TIME</b>	

<b>BREAK-DOWN</b>	
<b>DATE</b>	
<b>TIME</b>	

Registration/Meetings/Computer Labs/Internet Café									
Items	ADVANCE ORDER	QUANTITY NEEDED	Additional Following Day at 50%	FLOOR ORDER	QUANTITY NEEDED	Additional Following Day at 50%	LABOR RATE (Per Hour)	Quantity Needed (Per Hour)	TOTAL PRICE
1-3 Power Strips (Per Day)	\$40.00			\$40.00			\$30.00		\$0.00
<b>Power Strip Package: 4-10 Power Strips, (1) 120 Amp</b>									
4-10 Power Strips (Per Day)	\$40.00			\$40.00			\$30.00		\$0.00
(1) 120 Amp	\$100.00			\$100.00			\$30.00		\$0.00
<b>SUB TOTAL</b>									<b>\$0.00</b>

ELECTRICAL - Exhibit and Staging									
	ADVANCE ORDER	QUANTITY NEEDED	Additional Following Day at 50%	FLOOR ORDER	QUANTITY NEEDED	Additional Following Day at 50%	LABOR RATE (Per Hour)	Quantity Needed (Per Hour)	TOTAL PRICE
<b>120 VOLT/SINGLE PHASE SERVICES:</b>									
20 Amp - includes extension cord and power strip if needed	\$125.00			\$150.00			\$30.00		\$0.00
PDP (Power Distribution Panel)	\$300.00			\$350.00			\$30.00		\$0.00
<b>208 VOLT/SINGLE PHASE SERVICES:</b>									
20 AMPS	\$200.00			\$230.00			\$60.00		\$0.00
50 AMPS	\$250.00			\$300.00			\$60.00		\$0.00
100 AMPS	\$450.00			\$500.00			\$60.00		\$0.00
200 AMPS	\$900.00			\$1,000.00			\$60.00		\$0.00
<b>208 VOLT/THREE PHASE SERVICES:</b>									
50 AMPS	\$375.00			\$400.00			\$60.00		\$0.00
100 AMPS	\$525.00			\$550.00			\$60.00		\$0.00
200 AMPS	\$1,000.00			\$1,075.00			\$60.00		\$0.00
<b>SUB TOTAL</b>									<b>\$0.00</b>

ADDITIONAL SERVICES & EQUIPMENT					
SERVICES AVAILABLE:	ADVANCE ORDER	QUANTITY NEEDED	FLOOR ORDER	QUANTITY NEEDED	TOTAL PRICE
BANNERS (less than 8ft)	\$75.00		\$100.00		\$0.00
BANNERS (8ft and larger)	\$125.00		\$150.00		\$0.00
COAX CABLE DROPS (for TV Hook-Ups)	\$275.00		\$300.00		\$0.00
MEETING ROOM LOCK RE-KEYED	\$125.00		\$250.00		\$0.00
<b>SUB TOTAL</b>					<b>\$0.00</b>
<b>GRAND TOTAL</b>					<b>\$0.00</b>

Method of Payment					
<b>Credit Card</b>	<input type="checkbox"/>	<b>Credit Card Payment - Email required to send secure CC information form</b>			
<b>Email:</b>					
<b>Guest Room</b>	<input type="checkbox"/>	<b>Guest Name:</b>			<b>Room #:</b>
<b>Check</b>	<input type="checkbox"/>	<b>Check #:</b>	<input type="checkbox"/>	<b>Master Bill #:</b>	
<b>Signature:</b>				<b>Date:</b>	