



Women's Missionary Society

African Methodist Episcopal Church

Dr. Shirley Cason Reed, *International President*

December 12, 2017

Dear Prospective Vendor:

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. WMS Application/Contract for Vendor/Exhibit Space
2. Vendor/Exhibit Space Agreement: Rules, Regulations, and Information
3. Vendor/Exhibit Floor Plans
4. Electrical (Exhibition) Order Form
5. Loading Dock and Parking Information

To secure your space, we must receive all enclosed forms completed, signed and returned with full payment no later than January 15, 2018. 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. No partial payments accepted.

Absolutely NO REFUNDS will be made for cancellations received on or after January 25, 2018. We know you will want to be a part of this wonderful experience! Vendor spaces are limited, so you are encouraged to secure your space immediately. Please direct any concerns to Rita H. Willis, Exhibit Manager at (804) 221-7394.

Sincerely,

Shirley Reed,
Connectional WMS President

Bishop John F. White,
Commission Chair,
Global Witness & Ministry

Dr. Shirley Cason-Reed
Connectional President,
Women's Missionary Society

Rev. George F. Flowers
Executive Director,
Global Witness & Ministry

1134 11th Street NW
Washington, DC 20001

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

Visit www.wms-amec.org | E-mail wmsamec@aol.com

APPLICATION FOR EXHIBIT SPACE

PLEASE TYPE OR PRINT

Name of Exhibitor			Name of Authorized Agent	
Street Address			Title	
City	State	Zip	Cell Number	
Email Address			Type of Items for sale	

Standard Booth Space:

The size of the booth is approximately 10 x 10 feet.

The booth will consist of a draped table two chairs, one wastebasket and a booth sign.

Standard Booth Space

@ \$525.00 for Entire Event:

January 31, 2018 – February 3, 2018

Both Location Request (See Floor Plan):

Preferred Location #1 _____

Preferred Location #2 _____

Please check here if items producing sound, will be displayed or used.

~~Prime Booth Space~~

~~@\$650.00 each for entire Event:~~

~~January 31, 2018 – February 3, 2018~~

~~Booth Location Request (See Floor Plan):~~

~~Choice #1 **UNAVAILABLE!**~~

~~Choice #2 **UNAVAILABLE!**~~

MAKING CREDIT CARD PAYMENT

Please call the WMS Office to make Credit Card payments via AMERICAN EXPRESS, VISA or MASTERCARD.



MAIL CASHIER'S CHECK/MONEY

ORDER to WMS HEADQUARTERS
1134 11TH STREET NW
WASHINGTON, DC 20001

OFFICE USE ONLY	
Date:	
Payment:	
Confirmation:	
Handled by:	

Vendor and Exhibit Space Agreement Rules, Regulations, and Information

The International Women's Missionary Society (WMS) of the African Methodist Episcopal Church will hold its 2018 WMS Executive Board Meeting, on January 31, 2018 – February 3, 2018. We are expecting upwards of 1,000 attendees at this meeting to be held at **the Hilton Baltimore** 401 West Pratt Street Baltimore, MD. 21201 (443) 573-8700

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 January 31, 2018 to February 3, 2018.

Loading Dock and Parking Information for Vendors

See attached Loading Dock and Parking Information.

Booth Assignment

To secure booth space, a completed application, signed agreement, and full payment must be received no later than January 15, 2018. Booth assignments will be made in the order that completed contract packages are received. The organizers will make every effort to place exhibitors in their preferred position, but reserves the right to change location assignments at any time.

Booth Space

The standard booth package includes one 6' draped/skirted table, two chairs, back and side wall draping, and identification signage. 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 Power (Exhibition Form)**

Usage will be an extra cost paid by Vendor directly to the Hilton Baltimore Hotel. See Attached Instructions. DO NOT SEND THE EXHIBITION FORM TO WMS.

Booth Set-Up/Hours of Operation

Tuesday, Jan. 30, 2018	3:00pm-5:00pm
Wednesday, Jan. 31 2018	12:00pm-6:30pm
Thursday, Feb. 1, 2018	8:30am-11:00pm
Friday, Feb. 2, 2018	8:30am-11:00pm
*Saturday, Feb. 3, 2018	12:00pm-*3:00pm

> *Booth Breakdown MUST be completed by 3:00 p.m. on Saturday, February 3, 2018. Otherwise, estimated overtime labor charges of \$850.00 for delayed dismantling will be at the Vendor's expense.

Payment and Cancellation

Full payment for the space must accompany the application and signed agreement. Vendors may cancel this agreement by written notice to the organizers. Cancellations received prior to January 15, 2018, will be refunded subject to a 25% (of contract value) cancellation fee, however, no refund will be made if booth space remains unsold. No refunds will be given to cancellations received on or after January 25, 2018. Any applicable refunds may be considered after February 15, 2018.

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 without the written consent from the Connectional WMS Office. 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 Hilton Baltimore 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 Hilton Baltimore and its employees and agents do not maintain insurance covering Vendor/Exhibitor's property.

Conference Cancellation:

Should a contingency prevent the holding of the WMS Executive 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.

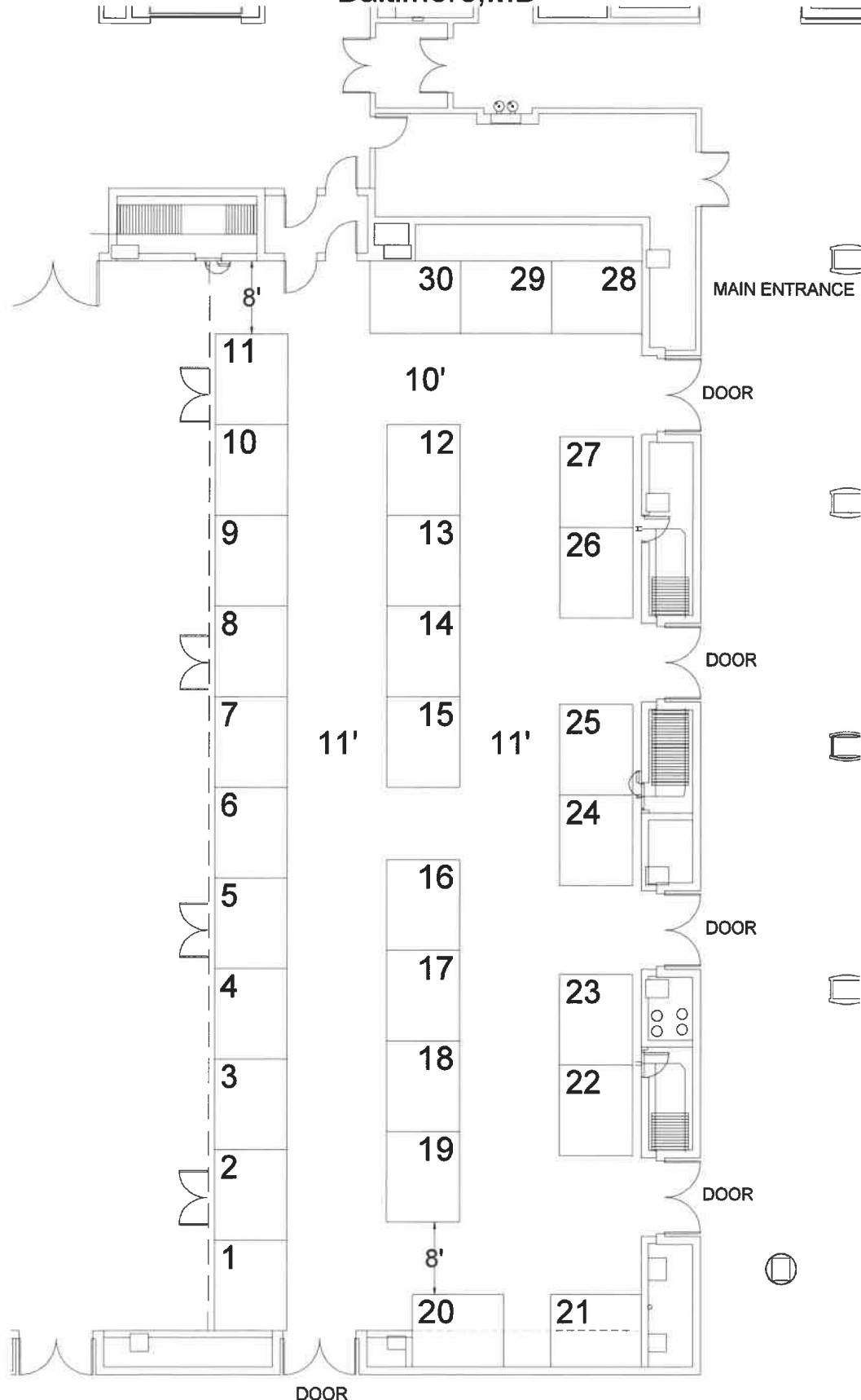
Signature


Date

Print Name

Title

**African Methodist Episcopal Church Women's Mission
Society Meeting
January 30-February 3, 2018
Hilton Baltimore Hotel_Key Ballroom 9-12
Baltimore, MD**





Show Information			
Show Name	African Methodist Episcopal Church Women's Mission Society Meeting		
Show Dates	January 30-February 3, 2018		
Move-In	January 30, 2018		
Job #	M282280218		
AE	Frank Brown		

Inventory as of 12/05/2017			
Dimension 8x10'	Size 80	Qty 30	SqFt 2,400
Totals:		30	2,400

Floor Plan Legend	
FE	Fire Extinguisher
FS	Fire Strobe
FHC	Fire Hose Cabinet

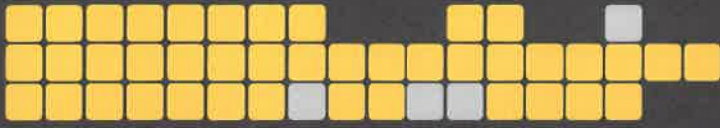
Venue Info	
Building Name	Hilton Baltimore Hotel
Hall	Key Ballroom 9-12
Floor	Floor
Address	401 West Pratt Street Baltimore MD 21201

Drawing Information	
File Path	\\server\shared\2018\2018\20180130\20180130\20180130.dwg
File Name	20180130.dwg
Drawn By	R Perry
Last Saved	1/25/2017 4:01 PM
Saved By	Perry
Tab	Floorplan
Paper Size	8.5000 x 11.0000 (11.2500 x 17.0000) Inches
Scale	2 = 1'-0"

1531 Carroll Drive NW
Atlanta, GA 30318
(404) 404-7200-8600
(404) 404-7200-8750

Shepard Exposition Services has made every effort 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 sole responsibility of the exhibitor/show management to physically inspect the facility to verify all dimensions and locations.

SUBJECT TO FIRE MARSHAL APPROVAL



AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	# EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:	ROOM/EXHIBIT BOOTH #:	
STREET ADDRESS:	CITY & STATE :	ZIP CODE:	
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY:			

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

➤ If you have a special request or need additional equipment, please call 443.683.8557. Email completed form to HiltonBaltimoreExhibits@psav.com

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 15% MARKUP IF ORDERED DAY OF.

VIDEO/DATA DISPLAY	QTY	PRICE
LCD Projector		\$ 505
PC Laptop Computer		\$ 245
ACCESSORIES	QTY	PRICE
8' Tripod Screen		\$ 95
42"- 54" Rolling Cart w/Black Skirt		\$ 35
MONITORS	QTY	PRICE
19" LCD Monitor (Table Stand)		\$ 145
46" Monitor (Dual Post Stand, Table Stand, Speakers)		\$ 565
55" Monitor (Dual Post Stand, Table Stand, Speakers)		\$ 765
70" Monitor (Dual Post Stand, Table Stand, Speakers)		Please contact PSAV for quote

POWER	QTY	PRICE
120V - 5 AMP		\$ 55
120V - 20 AMP		\$ 135
208V Single Phase - 60 AMP		\$ 295
208V Three Phase - 100 AMP (cam-lock tails only)		\$ 730
25' AC Cable		\$ 20
Power Strip		\$ 20
If ordering electrical service, please specify what will be powered:		

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

TAX EXEMPT STATUS – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

Labor and/or service charges may apply, and/or loss damage waiver.

SHIPPING INSTRUCTIONS

Any materials being sent to the hotel must be marked as follows:

1. The Hilton Baltimore Convention Center Hotel
2. Hold for Arrival - Attn: Guest's Name and/or Organization Name
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)
5. Address Packages to: 401 W Pratt St., Baltimore, MD 21201

SPECIAL REQUESTS Please add any items not listed above that you require.





Hilton Baltimore Telecommunications Request Form
 Fax to 443-573-8799

Full Name of Event: _____ Your Company Name: _____
 Customer Contact: _____ Phone: _____
 Email: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Exhibit Booth: _____ Meeting Rm: _____
 Installation Day: _____ Disconnection Date: _____
 Time: _____

2018 Order Form

Telecommunications Services
Wired and Wireless Connections

Internet Connections (Per Room/per Booth)

# of Devices?*	Pricing
1 to 5	\$300
6 to 10	\$250
11 to 15	\$200
16 or More	\$1,500.00

# of Days?	Cost
0	\$0.00
0	\$0.00
0	\$0.00
0	\$0.00
\$0.00	

0	\$0.00	\$	-
Total Charges			\$0.00

* Device = Any equipment (PC, laptop, printer, network switch, etc.) which is directly or indirectly connected to the network.

Daily Charges for Wired and Wireless Internet are per device per day.

Dark Channel (Channel 51) Rental

Pricing
\$500.00 Dark Channel Rental
(Charges are arranged Daily)
(Includes Staff handling)

Comments: _____

PAYMENT: Please provide credit card information below. A credit card is always required for telephone line orders to cover cost of outgoing phone calls.

The credit card covers the cost

Card Member Name: _____ Major Credit Card type: _____
 Card Number: _____ Exp. Date: _____
 Master Account: _____

I agree to be responsible for all usage charges made in connection with local and long distance

Authorized Signature: _____ Date: _____

Local and Long Distance Charges
 Local and long distance usage charges per line will be billed separately to the credit card of your choice as completed above. All telephone calls are charged the AT & T operator dial business day rate plus 50%. A local call is \$1.00 and an 800/877/855/866 is \$4.00 and an additional \$0.10 per minute after 60 minutes on local 800/888, calling card, credit card, third party calls and calls made through other common carriers (950/10xx)



Hilton Baltimore
Credit Card Payment Authorization Form

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged.

FAX COMPLETED FORM TO: 443-573-8799

ATTN: _____

Date: _____

Guest / Group Name:		
Check-in / Event Date:		
Name of Person/Confirmation #	Phone:	
Authorized Amount:	Approval Code:	Date:

CARDHOLDER - Please complete the following section and sign/date below.

Cardholder Name as it Appears on Credit Card:		
Cardholder Billing Address:		
City:	State:	Zip:
Daytime /Business Telephone:		Evening Telephone:
Credit Card Number:		Expiration Date:
Credit Card Type: (Circle one)		
<input type="radio"/> Visa/MasterCard	<input type="radio"/> American Express	<input type="radio"/> Discover
<input type="radio"/> JCB	<input type="radio"/> Diners Club	
Credit Card Issuing Bank Name:		Bank Phone Number (from back of your credit card):
I agree to cover the following categories of charges: (Please circle)		
<input type="checkbox"/> All Charges	<input type="checkbox"/> Room & Tax	<input type="checkbox"/> Food & Beverage
<input type="checkbox"/> A/V	<input type="checkbox"/> Miscellaneous	

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.

Amount to be immediately charged to credit card for room and taxes or deposit: \$ _____

Final Balance Billed to Credit Card (hotel use only): \$ _____

By signing below, you authorize the hotel to charge your credit card immediately.. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

**** PLEASE NOTE THIS CREDIT CARD AUTHORIZATION FORM WILL NOT BE ACCEPTED IF ALTERED FROM ITS ORIGINAL FORMAT IN ANY WAY ****

Cardholder Signature: _____

Date: _____

VENDORS:

To access the loading dock Exhibitors should:

1. Arrive at the Hotel address Hilton Baltimore 401 W Pratt Street,
2. Make the next right on Eutaw Street, and another right on Camden Street.
3. The Loading dock is located on the right hand side of the street.

Please keep in mind we are currently renovating our sleeping rooms and only have one bay in the back dock area for loading and unloading. Please ensure the Exhibitors plan accordingly.

Special discounted parking is available at the Hotel at \$15.00 per day. I will provide parking vouchers when you arrive to the Hotel.