

DEPARTMENT OF PUBLICATIONS

Publisher and Distributor

Christian Methodist Episcopal Church

Rev. Dr. Roderick D. Lewis, Sr
General Secretary

Bishop Kenneth W. Carter
Chairman



February 17, 2022

Dear Prospective Vendor:

Greetings! It has been more than two years since we have had opportunity to meet in person. I am excited that we are moving toward our first in-person meeting since 2020. However, with the time of separation have come many things for which we must be concerned and give attention. As we prepare for the 2022 General Conference, one of our major concerns is to make all possible efforts to keep attendees and guest as safe as possible. Therefore, there are policies which have been put in place to assist in this process.

Included with the Vendor Contract, you will find a copy of the Covid Protocol statement which will be used for the upcoming event. I ask that you read it carefully and that you sign and return it with your contract. If you have persons who will be working in your vendor space with you, please make copies and have them sign it and return to us as well. Only persons who have submitted the form will be allowed in the Duke Center. Additionally, we will require that you submit a copy of your vaccination card. We will inform you of the date and how you should upload it to our registration system. Please know that all persons who enter the Duke Center will be required to have a Identification badge with your name and a barcode indicating that you have met the protocol requirements. We will secure the badges and distribute them upon your arrival.

Please list the name and birthdate of each person working with your vending space below.

Name

DOB

_____	_____
_____	_____
_____	_____
_____	_____

"...Publish, and set up a standard, publish, and conceal not:..." Jeremiah 50:2

4237 Elvis Presley Blvd., Memphis, TN 38116 • Tel: (901) 396-5400 Fax: (901) 396-5406

cmepublishing@bellsouth.net • www.cmechurchpublishinghouse.com

Exhibitor Contract
 39th Quadrennial Session
 40th General Conference 2022 CME Church
 Duke Energy Convention Center • Cincinnati, OH
 525 Elm Street • Cincinnati, Ohio 45202
 Friday, June 24 - Friday, July 1, 2022

Please read carefully the following contract, then complete and return with payment payable to:

Department of Publications
 4237 Elvis Presley Blvd.
 Memphis, Tennessee 38116
 (901) 396-5400 • Fax: (901) 396-5406

Rental cost for each 10x10 booth is **\$650.00**. Payment can be made by **money order, cashier check or credit card (Visa, Mastercard or Discover)**. **Electrical Connection is at your own expense.**

All booth exhibits will be open in the exhibit area Saturday, June 25th through Friday, June 30th. 8:00 AM until 10:00 PM. Friday, July 1st 8:00 AM- 12:00 noon. Booth size is 10x10 Piped and draped, with 8ft table skirted, two folding chairs and wastebasket. Booth set-up day Friday, June 24th (2:00 pm -8:00 p.m.).

Persons wishing to pay (\$650.00) by April 29, 2022 will receive 10% (65.00) discount off total booth cost. To take advantage of this option the agreement and payment MUST be in our office by April 29, 2022 (not postmarked).

Publications or his representative(s) *reserves the right to allocate booth space based on availability.*

TO ALL EXHIBITORS: CANCELLATIONS May 18- JUNE 1 WILL FORFEIT 50% OF PAYMENT. AFTER JUNE 1 THERE WILL BE NO REFUNDS.

I do understand and accept the terms of this contract as final and binding. I agree to follow all rules and regulations set forth by the Department of Publications. It is further agreed that the Exhibitor/Vendor shall defend, indemnify, and Hold Harmless the Fortieth (40th) General Conference 2022, CME Church, the Department of Publications and its agents and employees from and against all claims, damages, losses, and expenses including attorney's fees arising out of or resulting from the operations of the Exhibitor/ Vendor.

Persons wishing to have 3 or more spaces (1 Business operation) can call the office for pricing.

The General Secretary of the Department of

(PLEASE TYPE/PRINT INFORMATION)

Exhibitor/Vendor: _____ Company

Name _____

Address: _____ City, _____ State:

Telephone (Bus) (____) _____ Telephone (Home) (____) _____

Type of Business _____

****Must complete Type of Merchandise(s):**

Signature/Position with Organization/Company/Business _____

Department of Publications

For Office Use Only:

_____ Booth(s)	Rental Price \$650.00	Date Received _____
Check No. _____		Booth _____

DEPARTMENT OF PUBLICATIONS
Christian Methodist Episcopal Church

4237 Elvis Presley Boulevard, Tennessee 38116

DATE: February 9, 2022

TO: EXHIBITORS/VENDORS

FROM: Dr. Roderick D. Lewis, Sr.
General Secretary, CME Church, Department of Publications

RE: **Fortieth (40TH) GENERAL CONFERENCE 2022 CME CHURCH**
FRIDAY, JUNE 24 - FRIDAY JULY 1, 2022
Duke Energy Convention Center • Cincinnati, OH
525 Elm Street • Cincinnati, Ohio 45202

The Christian Methodist Episcopal Church Thirty-Ninth (39th) General Conference will convene at the Duke Energy Convention Center • Cincinnati, OH, 525 Elm Street • Cincinnati, Ohio 45202, Friday, June 25 - Friday, July 1, 2022. Seven (7) days.

The number of people attending the Thirty-Ninth (39th) General Conference will be approximately fifteen hundred to two thousand daily.

Exhibit Hall will be open 8:00 AM - 10:00 PM fourteen (14) hours daily, Saturday, June 25 - Thursday, June 30, 2022.

The Exhibit Hall will open Friday, July 1, at 8:00 AM and close at 12:00 noon four (4) hours. The closing day of the General Conference 2022. The dismantling of booths will take place between 12:30pm and 3:30pm. Failure in having the booth dismantled by 3:30, vendor will be charged the overtime fee.

In order to reserve booth space, please read carefully the enclosed Contract and Hold Harmless Agreement. Complete the contract and Hold Harmless Agreement. Make your cashier check or money order in the amount of **\$650.00** payable to the **Department of Publications**. **Mail to: Department of Publications, 4237 Elvis Presley Blvd., Memphis, Tennessee 38116.**

NO PERSONAL OR COMPANY CHECKS WILL BE ACCEPTED ON SITE.

NOTE: EXHIBITORS/VENDORS

- **SETUP TIME: Friday, June 24, 2022 - 2:00 PM to 8:00 PM.**
- **There will be NO SET-UP prior to 2:00 pm on June 24TH.**
- **Booth assignment will be made at the discretion of the Department of Publications staff considering the layout of the space. Due to the location of the vendor space, items **MUST** be contained within the 10X10 space. Persons needing more than the 10X10 space should consider purchasing additional space. Failure to adhere to the space restrictions will result in expulsion without refund.**

The General Conference is our Churches largest meeting, convening every four years. **PLEASE make your RESERVATIONS as SOON as POSSIBLE, SPACE WILL BE EXTREMELY LIMITED.**

Dr. Roderick D. Lewis, Sr., General Secretary
(901) 396-5400 • Fax: (901) 396-5406

Our Concern for Wellness and Safety for the 2022 General Conference

From the Desk of the Executive Secretary

We have worked diligently to monitor the status and progress of other faith-based events and continues to follow the frequent updates that are distributed. Your health and safety are priorities. As the amount of information being distributed by federal and state authorities consistently change, we will continue to monitor mandates and best practices and will determine the specific course of actions to be taken to insure your safety at the General Conference. Specific modifications and protocols will be determined well in advance of your arrival and will be conveyed in a timely manner to each of you as delegates, alternates, and guest.

Recommendation from Executive Secretary and General Counsel **January 12, 2022**

COVID-19 Protocol

In accordance with the state of Ohio and the Ohio Department of Public Health, all delegates, alternates and guests will be required to comply with the following:

Joint Recommendations and protocols from Executive Secretary and General Counsel regarding General Conference of 2022 at the Duke Energy Center - Cincinnati, OH

- I. All bishops, general officers, judicial council members, delegates, alternates, guests and vendors are required to:
 - a. Provide proof of full Covid vaccination (with final dose and booster at least 14 days prior to the opening of the General Conference date of June 25, 2022)
OR
 - b. Submit to a COVID - 19 test daily at their own expense
OR
 - c. Those delegates who do not intend to be vaccinated or are unable to meet the vaccine requirements or refuse daily testing should relinquish delegate seat to an alternate delegate who is vaccinated. Compliance is expected for the safety of everyone. (This notification should be given to the Presiding Bishop on or before March 31, 2022 in order for room reservations to be adjusted.)
- II. Must agree to adhere to all Duke Energy Center protocols regarding COVID
- III. Wear a mask inside the inside of the venue (Duke Energy Center) at all times.
Acceptable masks are surgical, cloth, or (K)N95. Gaiters, bandanas, face shields or masks with an exhalation valve will not be acceptable. Prolonged periods of mask removal are not permitted.

Proof of vaccination can be a physical vaccination card or printed test result, a photo on your phone of your vaccination card or test result or a digital vaccination record.

Covid tests accepted- PCR or negative antigen test (rapid test) results no older than 48 hours will be accepted, as long as they are in writing and from a medical professional or laboratory. Negative results from a home test that are accessed through a CDC-approved mobile app will also be accepted, as long as the name on the results documentation matches the name on your photo ID. Below are some acceptable tests that can be used:

Cue Covid-19 Test for Home and Over the Counter Use
Lucira Check it Covid-19 All-In-One Test Kit
Abbot BinaxNOW COVIC 19 Ag Card Home Test plus NAVICA app

Touch-free, hand sanitizing stations are provided by the Duke Energy Center in public spaces and some common areas. We will also provide hand sanitizers and wipes at your individual stations.

**CHRISTIAN METHODIST EPISCOPAL CHURCH
Fortieth (40TH) GENERAL CONFERENCE 2022 CME Church
JUNE 25th – JULY 1, 2022**

**Duke Energy Convention Center • Cincinnati, OH
525 Elm Street • Cincinnati, Ohio 45202**

Hold Harmless Agreement

The Exhibitor shall defend, indemnify and Hold Harmless the CME Church General Conference 2022, CME Church, Department of Publications, or any of its agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the operations of the Exhibitor/Vendor and the Exhibitor's occupancy of the premises, provided that any such claim, damage, loss or expense (1) is attributed to bodily injury, sickness, disease or death, or to injury to or destruction and (2) is caused or is claimed to have been caused, in whole or in part, by any act or omission of the Exhibitor/Vendor, any subcontractors regardless of whether or not such claim, damage, loss or expense is caused or is claimed to have been caused, in part by a party indemnified hereunder.

In any and all claims against the Fortieth (40th) General Conference 2022, CME Church, the CME Church Department of Publications, or any of its agents or employees by any employee of Exhibitors, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, this indemnification obligation shall not be limited in any way by the limitation on the amount or type of damages, compensation or benefits payable by or for the Lessee or any subcontractor under Workmen's Compensation Acts, Disability Benefits Acts, or other Employee Benefits Acts.

Date: _____

Exhibitor's Name: _____

Exhibitor's Company Name: _____

Exhibitor's Signature: _____

Telephone No. (_____) _____ (daytime number)

Exhibitor's Address: _____

City _____ State _____ Zip _____

Health-conscious hygiene practices are vital to help prevent the spread of infectious disease. All restrooms will be frequently and thoroughly disinfected during conference hours.

This Waiver is already listed on the Registration Site:

Event Waiver

Waiver of Liability

By virtue of acceptance below. I acknowledge and state that I am aware that **Registration** for the 39th Quadrennial Session and 40th General Conference of the Christian Methodist Episcopal Church will not be concluded until I complete an **in-person** statement of confirmation regarding the status of my **COVID-19** health and awareness. Such statement **shall** be completed and **affirmed** on-site at the Duke Energy Center, Cincinnati, Ohio which is the site of the General Conference, June 24 – July 1, 2022.

I understand and agree to verify and/or confirm upon completing the registration process that certain and specific COVID-19 protocols will be in place and I agree to abide by these protocols which may include but not be limited to 1) Vaccine mandates; 2) Temperature Checks; and 3) COVID-19 testing. I understand that failure to adhere to the posted requirements could result in denial of access and/or entry to the events of the General Conference.

I have read the Waiver of Liability above and agree to its terms.

Print Name: _____

Signature: _____

Date: _____