

2011
Music & Worship
CONFERENCE

Reid Temple
AFRICAN METHODIST EPISCOPAL CHURCH
"HAVE FAITH IN GOD"

EXHIBIT SHOWCASE

REGISTRATION PACKAGE

Reid Temple

African Methodist Episcopal Church
Rev. Dr. Lee P. Washington, Senior Pastor

2011
Music & Worship
CONFERENCE
Reid Temple
HAVE FAITH IN GOD

Dear Prospective Exhibitor,

On behalf of Reid Temple African Methodist Episcopal Church, Inc. (RTAMEC), we are happy to announce the **"2011 Music & Worship Conference"** is underway. This event will take place at Reid Temple AME Church in Glen Dale, MD, **November 2 - 5, 2011**. During this (4) four-day conference, we will host numerous workshops and seminars, showcase high school choirs competing for a \$5,000 scholarship and several world renowned gospel artists will come together for two of the most exciting concerts of the year.

The Music and Worship Conference provide the opportunity for vendors to acquaint themselves with over 3,000 attendees over the 4-day conference. We have always considered Exhibitors to be a crucial part of a successful conference and are committed to ensuring high traffic in the exhibit area. Some of the events we have planned to make your participation a success include:

- ❖ Workshops (Adult & Youth)
- ❖ Gospel Concerts
- ❖ *And more...*

The Showcase will give you a highly focused global audience for showcasing your products and services. More specifically, this is your opportunity to gain exposure to:

- ❖ Showcase your company products and services with a major presence
- ❖ Promote your company products and services in your booth and through special promotional and advertising opportunities
- ❖ Introduce a new product, service, or advanced technology
- ❖ Engage with existing customers and obtain customer feedback
- ❖ Identify new buyers and generate new sales leads
- ❖ Create and strengthen business relationships

RESERVE YOUR EXHIBIT SPACE TODAY!

Exhibitor Space is limited and may only be reserved with payment on a first come, first served basis. Please respond by October 15, 2011, for priority placement in the exhibit area and to receive an early bird rate.

If you have any questions, please do not hesitate to contact Tracy Rhinehart at (301) 352-0320 ext. 640 or reidamemusic@gmail.com or visit our website www.reidamemusic.org. I look forward to hearing from you and thank you in advance for considering this request.

Sincerely,



Myrna Summers
Minister of Music
Reid Temple African Methodist Episcopal Church, Inc.

2011 MUSIC & WORSHIP CONFERENCE EXHIBIT SHOWCASE

EXHIBIT SHOWCASE HOURS:

Wednesday 5pm – 9pm • Thursday 5pm – 9pm • Friday 5pm – 9pm • Saturday 8am - 7pm

As an Exhibitor, we hereby agree to the rules and regulations of the Reid Temple African Methodist Episcopal Church (RTAMEC) as set forth on both sides of this contract, all of which are made a part thereof, and request the following exhibit for our own use. In consideration for the use of exhibit space, Exhibitor agrees to pay the designated booth fee as indicated below. **FULL PAYMENT MUST ACCOMPANY THE CONTRACT. Cancellations and booth fees in any amount will not be refunded after October 15, 2011.** All exhibit booth costs are tax-deductible to the extent allowed by law.

BOOTH RENTAL SELECTION

Full Conference Exhibit Space Rental –\$500

*(Early Bird Exhibit Space Rental Rate available
Full conference only)*

Single day Exhibit Space Rental - \$150 per day

Wednesday thru Saturday

Qty	Full Conference	One Day Only (Please Specify)	One Day Only (Please Specify)	One Day Only (Please Specify)

- Yes – I would like one complimentary 6' draped table and 2 chairs
 No – I do not require the complimentary 6' table and 2 chairs

EXHIBITOR REGISTRANTS

COMPANY/ORGANIZATION: _____ ASSIGNED BOOTH #: _____

ADDRESS: _____

CITY: _____ STATE/PROVINCE: _____ ZIP: _____ COUNTRY: _____

PHONE: _____ FAX: _____ EMAIL: _____

FULL NAME: _____ FULL NAME: _____

Is This Your 1st Time Exhibiting? Yes No SPECIAL REQUEST: _____

REGISTRATION AND PAYMENT INFORMATION

MAIL FORM AND PAYMENT BY OCTOBER 15, 2011

Reid Temple AME Church
c/o: Music & Worship Conference
Attention: Music Department
11400 Glenn Dale Blvd.
Glenn Dale, MD 20769

THE DEADLINE FOR RECEIPT OF CONTRACT WITH PAYMENT
is **October 15, 2011**

BOOTH SPACE WILL BE ASSIGNED UPON RECEIPT OF
CONTRACT W/FULL PAYMENT

**IF YOU DO NOT RECEIVE SPACE CONFIRMATION WITHIN
FIVE (5) DAYS OF SUBMISSION, PLEASE CONTACT THE
CONFERENCE EXHIBITS COORDINATOR, TRACY RHINEHART**

Total Amount Enclosed: \$ _____

PAYMENT INFORMATION I, the undersigned, hereby make application for exhibit space at the Reid Temple AME Church 5th Annual Music & Worship Conference. I am an authorized representative of the company with the full power and authority to sign and deliver this application. The company listed on this application agrees to comply with the policies, rules and regulations contained in the policies, rules and regulations.

Name of Authorized Agent _____ Date _____

Signature of Authorized Agent _____ Date _____

Payment Method: Check or Money Order VISA MasterCard

Card number: ---

Exp. Date: -

Cardholder's name _____

Cardholder's signature _____

We hereby apply for vendor space for our use at the Reid Temple AME Church 2011 Music and Worship Conference. We understand that this application becomes a contract when signed by us and acknowledge received by Reid Temple AME Administration and is non-cancelable. We further understand that 100% payment is due along with the original signed copy of this application and that amount paid is non-refundable. All products and services must be approved by Reid Temple AME Administration; approval is at the sole discretion of Reid Temple AME Administration. In the event that our products and/or services are not approved or the event is canceled by event coordinators due to circumstances beyond their control, appropriate fees will be returned in full. We agree to abide by all rules and regulations of church grounds and facilities and also agree to take responsibility for any damages caused by representatives sent by our organization during said event. Any dispute that may arise from this contract must first be presented to arbitration/mediation in Prince Georges County, Maryland and pursuant to the rules of the American Arbitration Association.

Print Name: _____ Signature _____ Date _____

Exhibit Hours:

November 2nd – 5:00 p.m. to 9:00 p.m.

November 3rd – 5:00 p.m. to 9:00 p.m.

November 4th – 5:00 p.m. to 9:00 p.m.

November 5th – 8:00 a.m. to 7:00 p.m.

Exhibit Set-up and Dismantling:

Installation of Exhibits can begin as early as 12 noon on Wednesday, November 2nd and must be completed by 5:00 p.m. Exhibits will close at 9:00 p.m. nightly. Dismantling may begin at 8 p.m. and must be completed by 10:00 p.m.

Packing materials and/or equipment is not permitted in the Exhibit area following installation of the exhibit or brought into or removed from the exhibit space during exhibit hours.

Facilities and Display Information:

As an exhibitor, you are permitted to furnish your own table and skirting. *All tables must be skirted.* If needed, table(s) will be provided and are a minimum of 6ft in length, along with skirting.

Exhibit Table Labor Requirements:

As an exhibitor, you are permitted to set-up your own exhibit table, as long as you use your own employees and materials. Exhibitors are allowed one guest, all others, must register as a conference participant.

Delayed Occupancy:

Any space unclaimed by 3:00 p.m. on scheduled date of participation may be resold or reassigned by the Conference Committee without refund to Exhibitor. Exhibitor waives notice of any reassignment and the Conference Committee will not be held liable to the exhibitor for any incurred expenses.

Liability:

The African Methodist Episcopal Church (AME), its officers, directors, members and individuals who are in conjunction with the 2011 Music and Worship Conference shall not be responsible and shall be held harmless for any loss or injury resulting from accident, fire, theft or any cause whatsoever, including, but not exclusively, accident or injury to exhibitors' property, manufacturers' demonstration participants, their employees, agents, guest, the public and others, during or subsequent to the periods covered by the Exhibit Contract Application and Guidelines.

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify and hold harmless the Reid Temple AME Church, their officers, employees and agents, against all claims, losses and damages to persons and property, governmental charges of fines

and attorneys' fees arising out of or caused by the exhibitor's installation, removal, maintenance, occupancy or cause of the exhibitor premises or part thereof, including outside exhibition areas.

In addition, exhibitor acknowledges that the Reid Temple AME Church, its officers, employees and agents do maintain insurance covering exhibitor's property. Exhibitors are advised to obtain business interruption and property damage insurance covering such losses by exhibitors. The Reid Temple AME Church is not responsible for obtaining insurance.

Each Exhibitor is responsible for any and all damage to the exhibit area and for any and all claims and demands made in regard to an injury, death or damage to property incurred in or upon the assigned space. Exhibitors must have their own certificate of insurance.

Table Cancellations:

Cancellation request must be submitted in writing to: Reid Temple AME Church, 11400 Glenn Dale Blvd., Glenn Dale, MD 20769, and Attn: Exhibit Coordinator and received no later than October 15, 2011. No refunds will be made for unsold table space. Full refunds are available less 25% (of contract value) as an administrative fee. **Absolutely no refunds will be made for cancellations received after October 15, 2011.**

Volume:

Any Exhibitor producing sound at a volume that is objectionable to other exhibitors will be asked by the Reid Temple AME Church officers, employees and agents to lower the volume. If this cannot be done to the satisfaction of all, sound production will have to cease.

Music:

The playing of live or prerecorded music in your table may require an individual licensing agreement signed by a representative or your company with BMI, ASCAP (musical licensing associations) or both. Call either association to check on your liability. Exhibitor agrees to pay when due all royalties, fees or other charges owed and agrees to hold Reid Temple AME Church harmless against any and all claims or charges related to music licensing.

Conference Cancellation:

Should any contingency prevent the holding of the 2011 Music and Worship Conference, the Reid Temple AME Church will not be held liable for any expenses incurred by the exhibitor; however, exhibit space fees will be refunded in full.

Contact Information:

For inquiries regarding Exhibit space and payments, please contact Tracy Rhinehart at (202) 256-3608 or via email at reidamemusic@gmail.com. You may also contact the Music Department directly at (301) 352-0320, ext. 640.

Send application and payments to:

Reid Temple AME Church
c/o 2011 Music and Worship Conference
11400 Glenn Dale Boulevard
Glenn Dale, Maryland 20769
Attention: Music Department
(Note: Please indicate Music Department on the envelope and Exhibit space on the payment)

Exhibitor Housing Information:

Please make your own lodging reservations or arrangements. For your convenience the following Hotels are located nearby:

Residence Inn
6320 Golden Triangle drive
Greenbelt, MD 20770
301-982-1600

Marriott of Greenbelt
6400 Ivy Lane
Greenbelt, MD 20770
301-441-3700

Hampton Inn
15202 Major Lansdale Blvd
Bowie, MD 20716
301-809-1800

Towneplace Suites-Town Center (Marriott)
3700 Town Center Blvd, Bowie, MD 20716
(301) 262-8045

*We accept Checks, Visa, MasterCard, and Money Orders.
Make checks and money orders payable to: Reid Temple AME Church*