

# **CMC Global 2024 Exhibitor Agreement**

The Chinese Mission Convention (CMC) Global 2024 is sponsored and managed by Ambassadors for Christ, Inc., herein referred to as AFC. This Agreement comprises the legally binding terms and conditions between you, the exhibitor/sponsor, and AFC. Exhibitors/Sponsors are required to sign this agreement. By signing and submitting this Agreement, you agree to honor and abide by the terms of this Agreement as hereinafter stated and as applies to **CMC Global 2024, December 26-29, 2024, Baltimore Convention Center, Baltimore, MD.**

We will only consider exhibitor agreements that are signed. Please send in your application early as booths will be assigned on a first-come, first-served basis.

## **FOCUS**

The primary goal of the exhibition is to encourage one-on-one and small group consultation between mission agencies and attendees. We ask that agencies come with the primary objective of developing positive relationships with convention participants. The theme for CMC GLOBAL 2024 is ***"We are Ambassadors for Christ: Generations on Mission Together."*** We wish to have a broad spectrum of organizations represented and reserve the right to decline any application upon the sole judgment of the Executive Team.



## **REQUIREMENTS**

Organizations wishing to exhibit must meet the following requirements:

- Organizations must be actively participating in the mobilization, equipping and/or sending of Christians to the mission field both near and far, in a bi-vocational position or in the marketplace. (For example, this would include organizations focusing on missions, discipleship and evangelism, and training institutions like seminaries.)
- CMC attendees will cross a broad spectrum of passion and readiness for mission. Organizations that exhibit must offer some kind of practical opportunity for CMC attendees to participate in the worldwide mission enterprise. Practical opportunities could include joining a prayer team, STM trips, missions training for individuals or churches, long term mission positions, "tent making opportunities," or other creative ways to actively participate in the Great Commission.
- Organizations must have the ability and commit to partner with us in actively following-up on contacts made during the convention, within 60 days of its conclusion (or by March 1, 2025).

## **EXHIBITOR FEES**

Cost for each booth:

For applications received by October 10, 2024:	<b>\$549</b>
For applications received <u>after</u> October 10, 2024:	<b>\$599</b>

This fee includes:

1. A 6' space – **9/2024 UPDATE**
2. One (1) 6' covered or skirted table, one chair
3. A listing in the Exhibits section of the convention handbook or App
4. A listing on the convention website, exhibits page.

**9/2024 UPDATE:** The location of exhibits will be in the Hilton Baltimore, South Foyer. Spaces are limited and will be assigned with preference for those that signed up first. Basic Electricity for your booth is included!

**PLEASE NOTE:** Exhibit representatives must register online separately for the convention and pay the registration fee according to the date (Super Early, Early, Regular etc.) If a representative cannot attend, with prior notification substitutions may be made.

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**Exhibitor Agreement, cont'd**

### **1. STATEMENT OF FAITH**

By entering into this Agreement, you agree to abide by AFC's Statement of Faith and refrain from advocating opposing beliefs for the duration of the convention. <https://www.afcinc.org/en-us/about/statementoffaith,visionmission.aspx>

### **2. EXHIBITION HOURS**

Exhibitor set-up will be on Dec 26 in the early afternoon (details to follow). Exhibits will open on Thursday, Dec 26 at 6pm and close on Sunday, Dec 29 at 12pm. Exhibitor tear down and pack-up will be on Sunday Dec 29 after 12pm (details to follow). Early dismantling or packing, without prior permission, shall be considered a breach of this agreement.

**We ask that you be present in your booth in the afternoon hours Friday and Saturday** when attendees are most likely to be in the exhibitor area. We request that you DO NOT meet with attendees during the morning, afternoon and evening Bible Exposition or Plenary Sessions. You are free to meet with attendees at any other time. A detailed convention schedule is posted on the website.

### **3. UNION LABOR**

If required by local ordinances, Exhibitor must comply with all union regulations applicable to installation, dismantling and display of the exhibit.

### **4. SALES AND CONSIGNMENT POLICY**

**DIRECT SALES OF ANY KIND BY EXHIBITORS OR SPEAKERS AT CMC GLOBAL 2024 ARE STRICTLY PROHIBITED.**

Any exhibitor or speaker who desires to offer for sale books, tapes, CDs or other literature/resources at CMC GLOBAL 2024, must contact the AFC Resource and Distribution Center which will operate a bookstore during the convention. Your materials may be sold on a consignment basis at the AFC Bookstore upon approval of the AFC Bookstore Manager and a signed Consignment Contract with AFC.

中文查詢 · 請聯絡 Allen Liu · 電話 717-687-8564 x 238 或 [aliu@afcinc.org](mailto:aliu@afcinc.org) °

For English-speaking inquires please contact Anita Martin at 717-687-8564 x 237 or at [amartin@afcinc.org](mailto:amartin@afcinc.org).

The only exception to this policy is for the Worship Band(s) sales of their own CD's/MP3's.

### **5. USE OF EXHIBIT SPACE**

The exhibitor's display, equipment, furniture, and materials shall be confined to the actual dimensions of the booth space contracted. The height of the display shall not be objectionable to neighboring exhibitors. Aisles may not be used by the exhibitor. The exhibitor is responsible for maintaining a neat and clean booth.

Distribution of pamphlets, brochures or any advertising matter must be confined to the exhibit space.

The exhibitor must return, in the same condition as was found/delivered, all exhibit furniture, carpet and space used during the exhibition.

Exhibitors are not permitted to share or sublet their space with another organization. Only one organization will be recognized and held responsible for each space.

### **6. DEFAULT OF OCCUPANCY**

In the event, that an exhibitor fails to occupy the contracted space by 9pm on December 26, 2024, they default their exhibit space. AFC shall have the sole discretion to use said space for its own convenience.

### **7. DISPLAY**

All exhibit materials must conform to Baltimore Convention Center requirements:

- All materials must be flame retardant or fabricated from inherently fireproof materials. Any material that cannot be made flame retardant is prohibited.
- No combustible materials, merchandise, or signs shall be attached to, hung or draped over side and rear dividers of booths or attached to table skirting facing aisles, unless fire resistant.

It is the exhibitor's responsibility to ensure safe exhibit booth construction. The exhibitor should have a certificate of flame retardant available for review. **The use of any material that cannot be made flame retardant is prohibited.**

**In addition, Helium balloons, fog machines, lasers, confetti and candles are NOT ALLOWED.** Care should be taken to avoid other safety hazards such as loose cords. During the convention you are responsible for keeping your exhibit area neat and clean.

### **8. CONDUCT**

Aggressive recruiting or sales techniques are inappropriate at all times. Be creative and respectful in your methods of communicating.

AFC reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any Exhibitor with cause if exhibit is unsuitable to or not consistent with the character of the CMC. If an exhibit or Exhibitor is ejected with cause or for violation of any provision in this Agreement or for any other stated reason, no return of rental shall be made.

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**9. SECURITY**

A minimum of security will be provided. Please take care to secure all valuable items when you are not present at your exhibit. ***AFC will not be responsible for any items that are lost or stolen.***

**10. PHOTOGRAPHY & RECORDING**

No photographs, audio, video or digital recording of any type shall be taken without the prior consent of CMC management and/or the Exhibitors involved. In no case shall images or recordings taken by the Exhibitor include attendees unless written permission is given in advance by all parties.

**11. CONVENTION PROMOTION / PUBLICITY**

Displaying agencies are encouraged to post a link to our website on your website; as well as share any social media posts. Reach out to us here for more information: [cmc@afcinc.org](mailto:cmc@afcinc.org)

**12. PROTECTION OF HOTEL and CONVENTION CENTER PROPERTY**

**Mission Exhibitors may NOT thumbtack, paste, nail or otherwise affix signs or posters to ANY walls or columns.** Any damage done to the host venue as a result of posted signs on walls, columns or any other property belonging to the Baltimore Convention Center or Hilton Hotel will be charged to the Exhibitor and result in review of the organization's future participation at CMC events.

The exhibitor must comply with all local, convention center and hotel safety, fire and health ordinances for the duration of their exhibit at CMC.

**13. POST CONVENTION FOLLOW-UP**

In an effort to facilitate post-convention follow-up AFC will, at the conclusion of the convention, provide you with contact information for those attendees who visited your exhibit. **Please remember to ask for and collect BAR CODE CARDS from each person to visit your exhibit.** On the last day of the convention please send your representative to the Registration Area with the bar code cards you have collected. We will scan the cards and email you a list of contact information.

**AFC strongly encourages you to follow-up with these valuable contacts within 60 days of the convention and specifically indicate areas where people can serve or partner with you in fulfilling the Great Commission.**

**14. CANCELLATION POLICY**

**Cancellation requests must be received in writing before October 31, 2024,** in order to receive a refund. A refund of \$500 will be made. **No refund of exhibitor fees will be made after October 31, 2024.**

**15. LIABILITIES & INDEMNIFICATION**

Exhibitors assume the entire responsibility and liability for losses, damages, and claims arising out of attendees injury from their displays, damage/loss/theft to their displays, equipment, and other property brought upon the premises of the hotel, whether for exhibition, presentation, personal or any other use, and shall indemnify and hold harmless AFC, and the hotel or convention center's agents, servants, employees and volunteers from any and all such losses, damages and claims. We encourage you to contact your insurance agent to be sure you are adequately covered for business and personal equipment taken on the road.

This application/contract and agreement to these terms, conditions and rules shall not constitute nor be considered a partnership, joint venture or agency relationship between AFC and the Baltimore Convention Center. Exhibitor hereby agrees to indemnify, hold harmless and defend AFC, the Baltimore Convention Center and their respective officers, directors, employees and volunteers (collectively "AFC Indemnitees") from and against any and all liability, responsibility, loss, damage, cost or expense of any kind whatsoever as they arise (including but not limited to court costs, interest and attorney's fees) that any of the AFC Indemnitees may incur, suffer, be part to or be required to pay, incident to, or arising directly or indirectly from any intentional or negligent act or omission or breach of these terms, conditions and rules, or violation of any ordinance or statute by AFC or any of its employees, contractors or agents.

**16. INSURANCE**

It is the responsibility of the exhibitor to provide for his or her own insurance needs. AFC shall not provide insurance for exhibitors.

**17. ARBITRATION**

Any claim or dispute arising from or related to this Agreement shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation, a division of Peacemaker Ministries. Judgement upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this Agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

**18. RIGHTS**

The CMC Executive Team reserves the right to decline any application at its sole discretion. In addition, AFC reserves the right to cancel an Exhibitor Agreement, if

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after acceptance of the signed Exhibitor Agreement, information should come to the attention of AFC, which in the reasonable judgement of AFC, demonstrates the exhibitor/organization is no longer a good fit for CMC Global 2024.

The Committee also reserves the right to make the final decisions on the number of exhibit spaces available, the number of exhibitors, and placement thereof.

**19. ENTIRE AGREEMENT**

This Agreement, the schedule and any attachments hereto embody the entire agreement between the parties. There are no oral, or other agreements, representations or inducements existing between the

parties relating to this Agreement which are not expressly set forth or referred to herein. Any changes to this Agreement must be made in writing, signed by the party against whom enforcement of the change, waiver is sought. Exhibitor may not assign this Agreement or any of its rights or obligations hereunder without prior written consent of AFC.

**20. Sponsorship Opportunities**

We are looking for complimentary organizations and ministries that would be willing to collaborate with CMC as a sponsor for the convention. If you are interested in learning more please let the Exhibitor Coordinator know and they will provide more information.

**CONTRACT SIGNATURE**

Sign the Agreement. On Behalf of said company or organization listed below I, as the duly authorized representative of the undersigned company or organization, subscribe and agree to all the terms and conditions, authorizations and covenants contained in the Exhibitor Agreement. I understand this contract is not valid and confers no rights until it is accepted by Ambassadors for Christ's authorized representative, and I receive confirmation of that acceptance.

Your Name	Title	Date
Contact Email	Signature	
Organization Name in English and Chinese (if applicable)		
Organization's full mailing address (as you wish printed in the handbook / app)		
Organization's website:		

**ACCEPTED**

Name and Title of AFC's Authorized Representative	Date
Signature	

Exhibitor registration will begin July 1. To register you organization please return this signed Agreement before sending your payment. Once the Agreement is accepted, we will forward instructions for payment.

By Mail:

Ambassadors For Christ CMC Exhibit 21 Ambassador Dr. Paradise, PA 17562
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Electronically:

Agreement: <a href="mailto:Croberts@afcinc.org">Croberts@afcinc.org</a>
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