

# 2020

WE ARE ONE: GOING OUT IN

MISSION

236th Session of the Baltimore-Washington Conference of The United Methodist Church

# Exhibitor kit

## Specifications

### Exhibitor Booth options

- BWC/UMC board & agency: \$99
- Non-profit organization: \$250
- Commercial: \$375

Included: 2 chairs, \$10 for each additional

Available for purchase: Electricity is \$180 per outlet power

### Exhibitor booth details

- The exhibit area at the Marriott Waterfront Hotel is on levels 3 and 4 and carpeted.
- All spaces include one 8' x 24" draped table.
- Freestanding displays are allotted 10' maximum for a single exhibit space.
- BWC staff will determine table locations and under no circumstances are exhibitors to change locations without staff consent.
- BWC staff will make every effort to accommodate exhibitor's requests with fairness to all as a guiding principle.
  - BWC does not guarantee, warrant, or endorse any product, program, or service advertised, unless otherwise indicated.
- Exhibitors will receive a confirmation/information package by May 20 that will confirm final set-up times, any changes in advance shipping and delivery information, etc.
- On-site copiers are not available for exhibitor use. Please have all required copies prepared prior to arrival. The hotel has a UPS Business Center.

*Note:* BWC may accept or reject advertising at its sole discretion at any time with full reimbursement and/or request that changes to the advertising copy or pictures/illustrations.

Please direct all inquiries regarding Exhibitor registration via email to [AC2020@bwcumc.org](mailto:AC2020@bwcumc.org) or by phone to (410) 309-3498.

## Fine Print

### Cancellation Policy

- Notices of cancellation received before or on May 9 - full refund of all charges.
- May 11 through May 15 – \$50 cancellation fee
- On or after May 18<sup>th</sup> -- No Refund
- Cancellation notifications should be made by email to [AC2020@bwcumc.org](mailto:AC2020@bwcumc.org)

**Exhibitor Registration closes at noon on April 29, 2020.** Payment for Exhibitor Fees and/or BWC Internal Transfer Funds vouchers must be received no later than May 4, 2020. Failure to pay by the deadline will result in the cancellation of the registration.

- No display of any type will be permitted in the official exhibit area without prior registration and payment unless authorized by the Annual Conference Coordinator.
- Spaces will not be reserved until the completed application and payment is received. Space will be confirmed according to the following space priorities: Baltimore-Washington Conference Boards and Agencies, Cokesbury (exclusive commercial book exhibitor), Baltimore-Washington Conference related institutions, General Boards and Agencies of the United Methodist Church, United Methodist Conference related institutions, Unofficial United Methodist groups, Non-denominational ministries, and Secular commercial exhibits.
- All checks should be made payable to *BWC Treasurer*.
- All hard copy checks and BWC Internal Funds Transfer vouchers should be sent to:
 

2020 Annual Conference Exhibit Registration  
Baltimore-Washington Conference  
11711 East Market Place, Fulton, MD 20759
- Displays may not include music or recordings unless headphones provided.
- All displays must be in good taste. The Arrangements Committee Coordinator for the Annual Conference, Pat Thomas and the BWC Treasurer, Paul Eichelberger, have the right to remove any displays that do not conform to the guidelines.
- Exhibit material/packages/shipments cannot be received at the hotel unless delivered on move-in days. Otherwise, deliveries will be returned to the shipper at the exhibitor's expense. Please send email with your contact information to [AC2020@bwcumc.org](mailto:AC2020@bwcumc.org) should you require assistance with pre-delivery arrangements.
- All decorative material must be flameproof. The Fire Marshal inspects the exhibits prior to the opening and at other times during the event as deemed necessary.
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- The hours of operation for Annual Conference exhibits and set-up times are listed below and are subject to change. You will be notified of any changes in the schedule.

Tuesday, May 26, 2020	3:00 pm - 10:00 pm	Registration and Set-up
Wednesday, May 27, 2020	7:00 am - 4:00 pm	Registration and Set-up
Wednesday, May 27, 2020	5:00 pm - 10:00 pm	Exhibits Open**
Thursday, May 28, 2020	7:00 am - 10:00 pm	Exhibits Open
Friday, May 29, 2020	7:00 am - 2:00 pm	Exhibits Open
Friday, May 29, 2020	2:00 pm - 6:00 pm	Exhibits Removal

*\*\*All exhibits must have completed set-up by 4:00 p.m. on Wednesday, May 27. Absolutely no set-ups permitted during the time that the exhibit hall is open.*

All general meals served in the Exhibit Hall. Pre-registration for meals required, however, the highest attendance is expected for lunch on Thursday and Friday.

Breakfast – Thursday, May 28 – Friday, May 29, 6:45 - 8:15 a.m.

Lunch – Thursday, May 28 – Friday, May 29, 12:00 - 1:45 p.m.

Dinner – Wednesday, May 27 - Thursday, May 28, 5:00 - 6:45 p.m.

- Conference policy forbids the exhibition or distribution of such items as condoms, graphic depiction of abortion-related materials or anything in direct opposition to The Book of Discipline.
- Maryland Health Department prohibits the distribution of unpackaged and/or cooked food items.
- Every board, agency and/or exhibitor must be pre-registered in order to participate. Shared spaces require pre-approved by the Conference Arrangements Coordinator.
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- The sale of any products that are counterfeit or a trademark infringement are strictly prohibited. The sale of such products are illegal and does not comply with The United Methodist Church's Social Principles and Social Creed as it relates to ¶ 163. IV.A, Consumption in The Economic Community by "...buying "Fair Trade Certified" products...to make a contribution to the common good." Exhibitors who plan to market any re-sale products will be required to sign an agreement to exclude all products that do not comply with federal regulations and/or the UMC's Social Principles and Social Creed prior to setting up. Violation of this agreement results in immediate expulsion from the conference site and you will be prohibited from participating in future Annual Conference.
- It is the sole responsibility of the exhibitor to remove all exhibits and packing materials by 6:00 p.m., Friday, May 29, 2020. Additional charges will apply to exhibits that are not removed by the deadline.
- To avoid cleaning charges, exhibitors are responsible for removing all trash and debris.
- Any modifications of the rules and regulations or hours of operation for the 2020 Annual Conference Displays require approval of the Conference Arrangements Coordinator.

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## Hotel Registration

If you need hotel accommodations, you may reserve your room by going to the website below beginning at noon on March 11. The hotel registration is separate from your exhibitor application.

<https://book.passkey.com/go/BaltWasUMC2020>

You may also call the hotel for reservations at 1-877-212-5752. Please advise the reservation agent that you are eligible to receive the BWC Conference rate of \$170.00 plus tax per night for single or double.