

Fifth District Lay Organization of the African Methodist Episcopal Church
69th Annual Convention

Please mail your signed agreement (two pages) along with your check or money order to:

Fifth District Lay Organization c/o Florette Hampton
8573 Park Ln, St. Louis, MO 63147

Deadline for Vendors: Monday, June 1, 2026

BOOTH RENTAL: \$100.00 (\$105.00 if use Givelify)

CONTACT INFORMATION (PLEASE PRINT LEGIBLY)



CONTACT PERSON: _____

COMPANY NAME (for publicity): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

CELL #: _____ **EMAIL ADDRESS:** _____

WEBSITE: _____

DESCRIPTION/PRODUCTS: _____

Vendors will set up their booth June 24 through June 27, 2026. **ALL merchandise must be secured at the close of each day.** If electrical outlet is required, vendors need to pay \$20 to The Fifth District Lay Organization for the booth period. Questions? Contact **Rochelle Gray, Vendor Chairperson – 314-477-0841 (cell), or rwgray@charter.net.**

By signing below, I release the enclosed information for advertisement during the 69th Session of the Fifth District Lay Organization services.

Authorized Signature

Date

Please select payment method and make checks/money orders payable to: **Fifth District Lay Organization** and mail to the address above, or make payment electronically via: **Givelify:** African Methodist Episcopal Church 5th District Lay Organization (<https://giv.li/y8hb2z>). Add *Vendor Fee* to the memo. Please do not send cash. Keep a copy of this completed agreement for your records.

_____ # of Booths _____ Check _____ Givelify _____ PayPal Amount Paid \$ _____



Givelify

DATE RECEIVED: _____ **Confirmation Sent:** _____

Jackie Payton, Convention Chairperson
Rochelle Gray, Vendor Chairperson

Thank you for your support.

CONTRACT AGREEMENT AND POLICIES

This agreement is made between _____ (Official name of vendor) and Fifth District Lay Organization (Organizer) for rental of space at the Crowne Plaza Airport Hotel for space June 24-27, 2026.

- To secure a booth space, a completed application, signed contract and payment must be received no later than June 1, 2026. Booth locations will be assigned. **Booth assignments will be made in the order that the signed contracts along with full payment are received.**
- A standard booth package includes one 6' skirted table, two chairs, and a wastepaper basket. The booth size is 10' X 8'. To receive a booth assignment, the full amount is required to be paid prior to taking possession of the space. If the Vendor will not require a table, please indicate this in writing. No part of the booth wall may exceed 8' in height. Booth side dividers may not extend further than three feet out from the back wall.
- Each vendor booth cost \$100.00 (\$104.00 if use electronic payment). **Space is limited. Full payment must accompany the application and signed agreement.** Vendors may cancel this agreement by written notice to Jackie Payton, 7529 Leadale Dr, St. Louis, MO 63121, postmarked prior to June 5, and will be subjected to a 25% contract cancellation fee. No refunds will be given after June 15, 2026.
- No vendor is permitted to allow any other vendor to use the space allotted in the contract.
- The vendor shall indemnify The Fifth District Lay Organization against all claims, demands, actions, expenses, damages, penalties, or proceedings arising out of or in any way connected with the exhibitor's occupancy and use of the exhibition premises or any part thereof. All vendors are required to have liability insurance. Vendors will be required to meet the cost of making good any damage to floors, walls, structures, and accessories.
- The organizers will take reasonable care to ensure security in the vendor area. The Fifth District Lay Organization will **NOT** be liable for damage or loss to vendor's property, nor shall they be liable for any injury that may occur in the Crowne Plaza Airport Hotel.
- Nothing shall be posted on or tacked, nailed, screwed, or otherwise attached to the walls, floors, or other parts of the hotel without permission of the Crowne Plaza Airport Hotel.
- All displays must be in place and set up by the official opening of the vendor hall.
- The playing of live or pre-recorded music may require an individual licensing agreement signed by the representative or your company and Broadcast Music Inc. (BMI) or American Society of Composers, Authors and Publishers (ASCAP). Any vendor producing sound at a volume that is objectionable to other vendors will be asked by the vendor management to lower the volume. If this cannot be done to the satisfaction of all, sound production will have to cease.
- All vendors and their employees must abide by the rules and regulations.

Your signature shall be binding to the applicant and concessions. Any false information given will result in the cancellation of this agreement with no refund.

Signature _____

Date _____

Print Name _____

Title _____