

# 2025 exhibitor

kit

Baltimore-Washington  
Conference of The United  
Methodist Church

## About

United Methodists hold a unique place in our culture. Our members cross every aisle, from Bob Dole to Hillary Clinton, our politics are broad. Beyoncé is United Methodist and probably, that older neighbor lady who was so kind to you as a child.

We have a broad tent because we embrace social action and personal holiness. Our members are very well educated, and many have substantial disposable income. We love God and neighbor, but most importantly, we believe love is best when put into action.

The Baltimore-Washington Conference is a collection of United Methodists in 631 churches in Washington, Maryland, and the panhandle of West Virginia. We're the birthplace of Methodism in the United States. We're also a shining hope for our shared future.

Each year, clergy and lay people gather to set the vision, budget and plans of the Church in this region for the coming year. We invite you to be our partner at this annual session. There is so much we can do together.

The 241<sup>st</sup> session of the Baltimore-Washington Conference will be held May 13-15, 2025, at the Hilton Baltimore Inner Harbor, 401 West Pratt Street, Baltimore, MD.

The theme of this year's conference is "Rejoice in the Lord: Dwell in Joy"!



1,500  
church leaders



631  
churches



50  
exhibitors

## Specifications

### Exhibitor Booth options

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

Included: 1 draped table (\$50 for each additional), 2 chairs, (\$10 for each additional)

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

### Exhibitor booth details

- The exhibit area at the Hilton is carpeted.
- All spaces include one draped table and 2 chairs (additional available for purchase).
- Free-standing displays are allotted 10' maximum for a single exhibit space.
- The staff will determine table locations and under no circumstances are exhibitors to change locations without staff consent.
- The staff will make every effort to accommodate exhibitors' requests with fairness to all as a guiding principle.
- Exhibitors will receive a confirmation/information package by May 5<sup>th</sup> which 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 the required copies prepared prior to arrival.

Please direct all inquiries regarding Exhibitor registration to Shari Jones via email at [AC2025@bwcumc.org](mailto:AC2025@bwcumc.org).

## Fine Print

### Cancellation Policy

- Notices of cancellation received before or on April 14<sup>th</sup> – full refund of all charges.
- April 14<sup>th</sup> through April 28<sup>th</sup> – \$50 cancellation fee
- On or after April 29<sup>th</sup> – No Refund
- Cancellation notifications should be made by email to [AC2025@bwcumc.org](mailto:AC2025@bwcumc.org)

Exhibitor Registration for the BWC Annual Conference closes at noon on May 1, 2025. Payment for Exhibitor Fees and/or BWC Internal Transfer Funds vouchers must be received no later than May 10, 2025. Failure to pay by the deadline will result in the cancellation of the registration.

Spaces will not be reserved until the completed application and payment have been received. Space will be confirmed according to the following space priorities: Baltimore-Washington Conference Boards and Agencies, 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.

Displays may not include music or recordings unless headphones are provided.

All displays must be in good taste. The Arrangements Committee Coordinator for the Annual Conference, Debbie Albrecht and the BWC Treasurer, Paul Eichelberger, have the right to remove any displays that do not conform to the guidelines.

Exhibit materials/packages/shipments cannot be received at the hotel unless deliveries are made 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 [AC2025@bwcumc.org](mailto:AC2025@bwcumc.org) should you require assistance with pre-delivery arrangements.

All decorative material must be flame proof. The Fire Marshal will inspect the exhibit prior to the opening and at other times during the exhibits as it is deemed necessary.

The hours of operation for the 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.

Monday, May 12 <sup>th</sup>	3:00 pm — 10:00 pm	Registration and Set-up
Tuesday, May 13 <sup>th</sup>	7:00 am — Noon	Registration and Set-up
Tuesday, May 13 <sup>th</sup>	9:00 am — 8:00 pm	Exhibits Open
Wednesday, May 14 <sup>th</sup>	7:00 am — 10:00 pm	Exhibits Open
Thursday, May 15 <sup>th</sup>	7:00 am — 2:00 pm	Exhibits Open
Thursday, May 15 <sup>th</sup>	2:00 pm — 6:00 pm	Exhibit Break-down and Removal

*\*\*All exhibits must have completed set-up by noon on Tuesday, May 13<sup>th</sup>. Absolutely no set-up will be permitted during the time that the exhibit hall is open except Tuesday, May 13<sup>th</sup> between 9:00 am and noon. If you are not set up by noon on Tuesday, May 13<sup>th</sup>, the only other opportunity permitted for set up is after 8:00 p.m. on Wednesday night and before 7:00 a.m. on Thursday morning. Guest registration will be open on the morning of Tuesday, May 13<sup>th</sup>. We encourage vendors to be prepared as this is a great time for guests to visit the exhibit area.*

All general meals will be served in the Exhibit Hall. Pre-registration for meals is required.

- Breakfast – Wednesday, and Thursday 7:00 a.m. - 8:15 a.m.
- Lunch – Tuesday, Wednesday, and Thursday 12 - 1:45 p.m.
- Dinner – Tuesday and Wednesday 5:00 p.m. - 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 to participate. Shared spaces will only be permitted if pre-registered and approved to do so.

The sale of any products that are counterfeit or a trademark infringement is strictly prohibited. The sale of such products is not only illegal, it also 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 will result in immediate expulsion from the conference site and will be prohibited from participating in future Annual Conference.

It is the sole responsibility of the exhibitor to remove all exhibits and packing materials no later than 6:00 p.m., Thursday, May 15<sup>th</sup>. With prior permission, you may continue to dismantle and pack after 6 p.m. on Friday. 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 2024 Annual Conference Displays must be approved by Debbie Albrecht, Conference Arrangements Coordinator.

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### Hotel Registration

If you need hotel accommodation, you may reserve your room by going to the website below. The hotel registration is separate from your exhibitor application.

INSERT WEBSITE

You may also call the hotel for reservations at [\(443\) 573-8700](tel:443-573-8700). Please advise the reservation agent that you are eligible to receive the BWC Conference rate of \$149.00 plus tax per night for single or double.