



# 2026 Exhibitor Guide



The 242nd Session of the Baltimore-Washington Conference of The United Methodist Church



## **2026 Exhibitor Kit: Baltimore-Washington Conference of The United Methodist Church**

### **About**

United Methodists love God and neighbor, and we believe love is best when put into action. This means that we embrace social action as well as personal holiness, which can lead to a broad tent of well-educated and politically diverse members, all of whom value investing in their communities and their church.

The Baltimore-Washington Conference is a collection of United Methodists in 563 churches across Washington, Maryland, and the eastern panhandle of West Virginia. We are the birthplace of Methodism in the United States, and a shining hope for our shared future.

Each year, 1,500 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 partners at this annual session. There is so much that we can do together.

The 242<sup>nd</sup> session of the Baltimore-Washington Conference will be held May 27 - 29, 2026, at the Hilton Baltimore Inner Harbor, 401 West Pratt Street, Baltimore, MD.

The theme of this year's conference is "Rooted in Christ: Love Boldly".

### **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 \$180 per guaranteed outlet power.

## Exhibitor Booth Details

- The exhibit area at the Hilton is carpeted.
- All spaces include one draped table and two chairs (additional tables and chairs 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' request with fairness to all as a guiding principle.
- Exhibitors will receive a confirmation email by May 5<sup>th</sup> which will confirm final set-up times, any changes in advance, etc.
- Exhibitor information packages and meal tickets will be available for in-person pickup at the exhibitor registration table on arrival at the conference.
- 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 Shannon Katz-Dean via email at [ACVendors@bwcumc.org](mailto:ACVendors@bwcumc.org).

## Fine Print

### Cancellation Policy

Cancellation notifications should be made by email to [ACVendors@bwcumc.org](mailto:ACVendors@bwcumc.org).

- Notices of cancellation received before or on April 19<sup>th</sup> – full refund of all charges.
- April 20<sup>th</sup> through May 5<sup>th</sup> – \$50 cancellation fee.
- On or after May 6<sup>th</sup> – No Refund

Exhibitor Registration for the BWC Annual Conference closes at noon on May 6<sup>th</sup>, 2026.

Payment for Exhibitor Fees and/or BWC Internal Transfer Funds vouchers must be received no later than May 15<sup>th</sup>, 2026. 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. Spaces 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, Cheryl Cook, 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 [ACVendors@bwcumc.org](mailto:ACVendors@bwcumc.org) should you require assistance with pre-delivery arrangements.

All decorative materials must be flameproof. The Fire Marshall 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.

Tuesday, May 26 <sup>th</sup>	3-10 p.m.	Registration and Set-up
Wednesday, May 27 <sup>th</sup>	7 a.m. – Noon	Registration and Set-up
Wednesday, May 27 <sup>th</sup>	9 a.m. – 8 p.m.	Exhibits Open
Thursday, May 28 <sup>th</sup>	7 a.m. – 10 p.m.	Exhibits Open
Friday, May 29 <sup>th</sup>	7 a.m. – 2 p.m.	Exhibits Open
Friday, May 29 <sup>th</sup>	2 – 6 p.m.	Exhibit Break-down and Removal

*\*\*All exhibits must have completed set-up by noon on Wednesday, May 27<sup>th</sup>. Absolutely no set-up will be permitted during the time that the exhibit hall is open except Wednesday, May 27<sup>th</sup> between 9:00 am – noon. If you are not set up by noon on Wednesday, May 27<sup>th</sup>, the only other opportunity permitted for set-up is after 8:00 pm on Thursday night and before 7:00 am on Friday morning. Vendor registration will be open on Tuesday, May 26<sup>th</sup> between 5:00 pm – 7:00 pm, and Wednesday, May 27<sup>th</sup> from 7:00am to 11:00am, where you will receive your information packages and meal tickets. Guest registration will be open in the morning of Wednesday, May 27<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 Holiday Ballroom. Pre-registration for meals is required.

- Breakfast – Thursday and Friday 7:00 am – 8:15 am
- Lunch – Thursday and Friday 12:00 pm – 1:45 pm
- Dinner – Wednesday and Thursday 5:00 pm – 6:45 pm

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.

MD 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 pm on Friday, May 29<sup>th</sup>. 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. Displays must be approved by Cheryl Cook, Conference Arrangements Coordinator.

### **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.

<https://book.passkey.com/gt/220912158?gtid=f3f3c736ea1baa4ada0500bb0af5e2ed>

You may also call the hotel for reservations at (433) 537-8700. Please advise the reservation agent that you are eligible to receive the Baltimore-Washington Conference rate of \$145.00 plus tax per night.