



BIG BETHEL A.M.E. CHURCH
THE REVEREND JOHN FOSTER, PH.D. - SENIOR PASTOR

To: Presiding Elders, Pastors, Ministers, Delegates, District Officers, Component Ministries, Members and Friends of the Atlanta North Georgia Annual Conference and the Sixth Episcopal District of the AME Church

From: Rev. John Foster, Ph.D. and the Planning Committee for the 145th Session of the Atlanta North Georgia Annual Conference

Subject: 145th Session of the Atlanta North Georgia Annual Conference May 14-17, 2019

Date: January 3, 2019

Greetings:

The pastor, ministerial staff, officers, members and friends of the Big Bethel African Methodist Episcopal Church family are blessed to serve as your host for the 145th Session of the Atlanta North Georgia Annual Conference. Pre-conference activities will begin on YPD Day – May 11, 2019, DMC Ceremonies – May 11, 2019 and WMS Annual Day – May 13, 2019. The Annual Conference will open on Tuesday, May 14, 2019 and culminate on Friday, May 17, 2019. We are committed to doing all that we can to ensure that your experience at Big Bethel AMEC/Atlanta North Georgia Conference will be a pleasant one. We hope to show each attendee that Big Bethel is “the Preeminent Religious Presence of the Auburn/Edgewood Corridor in Atlanta, Georgia that has proclaimed for 171 years that “Jesus Saves.”

The information included with this cover letter will help facilitate your stay in Atlanta. Please read the information carefully and respond promptly so that we can ensure that your hotel rooms, journal ads and vendor participation will be available. Atlanta is a very Historic and trendy tourist location, so please contact the hotel of your choice without delay.

PLEASE BE AWARE THAT ALL CONFERENCE MATERIALS ARE LISTED ON BIG BETHEL AME CHURCH WEB PAGE at <https://www.bigbethelame.org/media/special-events/> then click on the “2019 Annual Conference Information” button and the SIXTH EPISCOPAL DISTRICT WEB PAGE at <http://www.ame6.org>.

If you have any questions or need additional information, please feel free to contact us at
Tele: (404) 827-9707, (404)827-9709 or email: angac19@bigbethelame.org.

Thank you for your prayers, support and participation.

A handwritten signature in black ink, appearing to read "John Foster".

Rev. John Foster, Ph.D., Senior Pastor

145ST SESSION OF THE ATLANTA NORTH GEORGIA ANNUAL CONFERENCE

MAY 11-17, 2019

HOTEL INFORMATION

Big Bethel AME Church

220 Auburn Avenue, N.E.

Atlanta, Georgia 30303

Tele: 404-827-9707

Fax: (404) 223-3060

Email: angac19@bigbethelame.org

HOTEL	*NIGHTLY RATES	TELEPHONE	CUT-OFF DATES	DISTANCE FROM CHURCH
Hilton Garden Inn 97 10 th Street, NW Atlanta, GA 30309	\$139 - \$169 Room or Suite	404-524-4006	April 15, 2019	2.3 Miles
Hilton Atlanta 255 Courtland Street Atlanta, GA 30303	\$99.00	404-659-2000	April 15, 2019	0.7 Miles
Courtyard Atlanta Midtown/ Georgia Tech 1132 Techwood Drive Atlanta, GA 30318	\$117.00	404-607-1112	April 15, 2019	2.8 Miles

Hotels are listed under Big Bethel AME Church/ Atlanta North Georgia Annual Conference

*Rates do not include 16% sales tax, Parking or Food charges.

**Sixth Episcopal District
African Methodist Episcopal Church
145th Session of the Atlanta North Georgia Annual Conference
May 11-17, 2019
Big Bethel A.M.E. Church
220 Auburn Ave, NW
Atlanta, Georgia 30303
Office: (404) 827-9707 Fax: (404) 223-3060
*The Reverend John Foster, Ph.D. - Senior Pastor***

VENDOR CONTRACT/AGREEMENT

This will be an agreement between the 145th Atlanta North Georgia Annual Conference Planning Committee and the vendor to lease space during the 145th Annual Conference for a minimum of three (3) days. Space is allocated on a first come first served basis, inclusive of one interior lower level spot. Spaces will include an 8 ft. table and 2 folding chairs, lighting and electricity. The terms/specifics of contract are listed below.

- **The total amount due for desired rental is payable by money order or cashier's check no later than April 10, 2019. (Postmarked no later than this date.)**
- **Interior space available at \$300. (*Prior to submitting payment, contact the church office to determine availability.*) Days must be consecutive.**
- **Vendor hours – 7:30 a.m. – 9:30 p.m. daily**
- **Vendors may set up as early as Sunday evening, May 12, 2019 (no later than 9:00 p.m.) The regular schedule for conference - Monday, May 13th – Missionaries; Opening, May 14th and Closing will be May 17th. All vendor set-ups should be dismantled, no later than 9 p.m. on May 17th.**
- **Approved vendor categories for sales:**
 1. **Religious (Bibles) and educational books/church supplies**
 2. **Women/Men Hats, Jewelry, Accessories, Shoes**
 3. **Church Robes (Choir, Ministers)**
 4. **African Attire**
 5. **Ladies/Gentlemen Apparel**
 6. **Art**

Inquiries may be made to Dr. Stan Pritchett sjpkap@bellsouth.net or Shelley Webster shelley@shelleywebster.com.

NAME OF VENDOR _____

CONTACT PERSON _____

SALES SPECIALTY _____

(Use approved vendor categories from page 1)

ADDRESS _____

CITY/STATE/ZIP _____

PRIMARY TELEPHONE _____ **ALTERNATE** _____

**DATE OF ARRIVAL &
DESIRED SET-UP** _____

RENTAL DAYS: PLEASE CHECK - M___T___W___TH___F___

AMT. ENCLOSED - CASHIER'S CHECK \$_____ or MONEY ORDER \$_____

SIGNED _____ **DATE** _____

For Committee Use:

Rcvd. _____ By _____ Space _____

Committee Assignment(s) _____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

Big Bethel A.M.E. Church
220 Auburn Avenue, N.E.
Atlanta, Georgia 30303
Tele: 404-827-9707
Fax: (404) 223-3060
Contact Person: Martinique Mix
Email: souvenirjournal2019@bigbethelame.org

145TH SESSION OF THE
ATLANTA NORTH GEORGIA ANNUAL CONFERENCE

Souvenir Journal Ads

January 3, 2019

Dear Friends of Big Bethel AME Church:

As you know, we are hosting the 145th Session of the Atlanta North Georgia Annual Conference, which will be held May 14-17, 2019.

An important feature of the Annual Conference is the publishing of a souvenir journal. We would like for the journal to be an outstanding publication. To achieve this goal, we need your help. We are asking you and/or your organization/church/business to support the journal by placing an ad. **When submitting the ad - electronically only - it needs to be "camera ready" (ready for publication).** All photos/artwork need to be set in the ad, as desired.

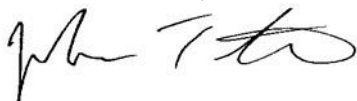
ADVERTISEMENT RATES

1 PAGE (Color - \$200.00)	Center Page (Double - \$450.00)
Front Cover ((Inside - \$300.00)	½ PAGE (Color - \$100.00)
Back Cover (Outside or Inside - \$300.00)	Ad Set Up Fee (if needed) - \$30.00

**ALL CASHIER CHECKS OR MONEY ORDERS SHOULD BE MADE PAYABLE TO
BIG BETHEL AME CHURCH. FULL PAYMENT MUST BE RECEIVED BY APRIL 1, 2019!**

**RETURN CAMERA READY AD TO – souvenirjournal2019@bigbethelame.org.
ACKNOWLEDGEMENT RECEIPT WILL BE SENT IMMEDIATELY.**

Yours in Christ,



Rev. John Foster, Ph.D.
Senior Pastor

Xc: Martinique Mix, Chair Phyllis Smiley, Co-Chair, Souvenir Journal Committee

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145TH SESSION OF THE
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Souvenir Journal Ad Contract

- () 1 PAGE (Color - \$200.00)
- () Front Cover ((Inside - \$300.00)
- () Back Cover (Outside - \$300.00; Inside - \$300.00)
- () Center Page (Double - \$450.00)
- () ½ PAGE (Color - \$100.00)
- () Ad Set Up Fee (if needed) - \$30.00

Name

Address

City, State, Zip

Email Address

Church/Organization

Episcopal District

Annual Conference

Elder District

CASH \$_____ CHECK \$_____ CHECK #_____ Date to be paid _____
 MONEY ORDER \$_____

**ALL CHECKS SHOULD BE MADE PAYABLE TO BIG BETHEL AME CHURCH. FULL
PAYMENT MUST BE RECEIVED BY APRIL 1, 2019!**

RETURN CAMERA READY AD TO: souvenirjournal2019@bigbethelame.org