

River of Life Christian Center

Women Conference 2018, "Fulfilled"

Matt 5:6 "Blessed are they which do hunger and thirst for righteousness: for they shall be filled"

VENDOR PACKET

Application Enclosed Deadline: August 10, 2018

Note (*): Deadline will end as soon as all vendor spaces are under contract

Friday, September 7, 2018

Conference Location

River of Life Christian Center

301 N. Secrest Street, Kinston, North Carolina 28501

Saturday, September 8, 2018

River of Life Christian Center

301 N. Secrest Street, Kinston, North Carolina 28501

River of Life Christian Center
301 N. Secrest Street, Kinston, North Carolina 28501
(252)686-5023
Pastor Helen Locust – Senior Pastor
www.riveroflifeccm.org

Vendor Application and Lease

Dear Business Leader:

The Women of River of Life Christian Center Conference Committee is excited about the “Women Conference 2018, Fulfilled,” being held on September 7-8, 2018. The Vending Event will be held at River of Life Christian Center on Friday, September 7 and Saturday, September 8, 2018.

This is a letter of invitation to distinguished businesses like yours, describing how you can participate as a vendor at this year’s event. We are providing limited opportunities that will give prominent exposure of your products and services to numerous women.

We all know it’s a proven fact that women represent the major buying power in this country and are the decision makers in their homes. The women at this conference are no exception. If you would like an inexpensive, yet effective means of getting into the minds and homes of abundant women, this is an excellent opportunity you cannot afford to miss!

Attached please find the Conference Exhibit & Lease Information as well as the necessary vendor application materials. If you are interested in this opportunity, please be mindful that space is limited and the due date for the vendor packet is Friday, August 10, 2018. Vendor packets received after the due date will be subject to an additional late fee.

If you have questions, you may contact Deniene Locust at 252-686-5023 or come by the church, Monday – Friday 9:00am – 5:00pm.

Additionally, if you are not the individual in your organization to make decisions regarding this opportunity, we ask that you please forward this to the appropriate person. Once again, thank you for reviewing this information and considering our invitation. We look forward to a positive response and profitable partnership.

Sincerely,

2018 Women Conference Vendor/ Sponsorship Management Team

River of Life Christian Center
301 N. Secret Street, Kinston, North Carolina 28501
(252)686-5023
Pastor Helen Locust – Senior Pastor
www.riveroflifeccm.org

Exhibit Space Contract

Women Conference 2018 -Fulfilled
Vendor Application and Lease
September 7-8, 2018
River of Life Christian Center
301 N. Secrest Street, Kinston, North Carolina 28501

PRE-REGISTRATION EXHIBIT SPACE CONTRACT

We, the undersigned, do hereby submit this vendor application and lease for table space rental as indicated below for our use at the “Women Conference 2018 – Fulfilled” to be held at River of Life Christian Center, Kinston, North Carolina 28501 on September 7-8, 2018. This vendor application and lease, with the Women Conference 2018 – Fulfilled Committee along with full payment of charges constitute a contract for the right to use the space assigned by the Women Conference 2018 – Fulfilled Committee.

Your signature indicates that we have read and agree to comply with the space lease terms. We understand that contracts are accepted on a first-come, first-serve basis. Booth space is limited. Location will be assigned by the Women Conference Committee.

**FULL PAYMENT IS DUE FRIDAY, AUGUST 10, 2018 AND MUST BE RECEIVED WITH SIGNED CONTRACT.
A \$25.00 LATE FEE WILL BE APPLIED FOR APPLICATIONS RECEIVED AFTER THE DEADLINE.**

Table Space Rental Rates:

8-foot Table Top*	\$50.00
Each Additional 8-foot Table Top*	\$10.00 (maximum of 3 per vendor)

Each Table Space Rental includes: (1) 8-foot Table Top, (1) identification sign displaying company name, (2) chairs, and (2) vendor badges but (1) Vendor admission. The 2nd vendor must pay \$25 conference fee. **(MEALS ARE INCLUDED)**

Enter # of 8-foot Table Top*	_____	x \$50.00=	_____
Enter # of additional 8-foot Table Top*	_____	x \$10.00=	_____
Additional Vendor conference fee	_____	x \$25.00=	_____
		Total Amount:	_____

Note (*): If you sell clothing and are bringing a hanging rack, the width must not exceed 6 feet. The price of the 8-foot Table Top applies for hanging racks if you utilize hanging racks instead of table tops. Your allowable space is confined to the amount purchased.

No vendors can sell food of any kind except for individuals already allowed per the committee.

River of Life Christian Center
301 N. Secrest Street, Kinston, North Carolina 28501
(252)686-5023
Pastor Helen Locust – Senior Pastor
www.riveroflifeccm.org

Exhibit Space Contract

WOMEN CONFERENCE 2018 – FULFILLED

Vendor Application and Lease

PRE-REGISTRATION EXHIBIT SPACE CONTRACT (Continued)

EXHIBIT HOURS FRIDAY, SEPTEMBER 7, 2018 and Saturday, September 8, 2018

7:00PM – 10:00 pm

8:00AM – 1:00PM

SET UP BEGINS AT 5:00PM

SET UP BEGINS AT 7:00AM

Product/ Service your company provides:

Company Name:

Address (Include P.O. Box):

City _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Signed: _____ Date: _____

Representative Name: _____ Title: _____

Vendor Badge Name: _____

Vendor Badge Name: _____

Email: _____

Payment Information:

___ CASH ___ CHECK ___ MONEY ORDER = **Make Payable: River of Life Christian Center**

Mail Payments to: River of Life Christian Center, 301 N. Secrest Street, Kinston NC 28501

DO NOT WRITE IN THIS BOX

Contract accepted by the Sponsorship and Vendor Management Team Member:

Authorized Signature: _____

Print Name: _____ Date: _____

Amount Received: _____

River of Life Christian Center
301 N. Secrest Street, Kinston, North Carolina 28501
(252)686-5023
Pastor Helen Locust – Senior Pastor
www.riveroflifeccm.org

Vendor Rules and Regulations

DEFAULT OCCUPANCY – Any vendor failing to occupy space contracted for in a timely manner is not relieved of the obligation of paying the full rental price for such space, and the Women Conference Committee has the right to use such space as it sees fit to eliminate blank space, if such booth space is not occupied by the vendor 1 hour prior to the start of exhibit hours.

NUMBER OF COMPANIES OCCUPYING BOOTH – The Women Conference Committee prohibits the use of a single booth for the display of multiple companies regardless of company ownership.

NOISE B – No public address, sound producing, or amplifying devices which project sound beyond the vendor's booth.

POSITIONING OF EQUIPMENT WITH RELATION TO AISLE – Vendors must agree to display their exhibits so as not to obstruct the general view or to hide other vendors.

INSTALLATION AND DISMANTLING – The vendor space will be available for installation by the vendors at a date and time to be made known in advance. Vendors cannot be dismantled before the conclusion of the conference. It is the duty and responsibility of each vendor to have his/her exhibit completely installed in his/her area before the opening of the conference and to dismantle and remove his/her exhibit after the close of the conference by the deadline set by the Women Conference Committee.

RISK OF LOSS – The Women Conference Committee, their respective officers, employees, and affiliates, and River of Life Christian Center, separately or collectively cannot accept responsibility for any damage to or for the loss or destruction of an exhibit, or for the property of a vendor, his/her agents, either from fire, theft or accidents or other causes, or injury, to any person resulting from any cause, all claims for any such loss damage or injury, being expressly waived by the vendor.

LIABILITY AND INSURANCE – Neither the Women Conference Committee, nor any of the officers, employees, agents, or representatives of the River of Life Christian Center will be responsible for any injury, loss or damage that may occur to the vendor or to the vendor's employees or property, prior, during or after the period covered by the exhibit. The vendor expressly releases the foregoing persons and entities from and agrees to indemnify the same against any and all claims for such loss, damage or injury arising from the negligent or willful acts or omission of the vendor and its employees, agents, contractors, and invitees.

WOMEN CONFERENCE 2018 – Fulfilled, Vendor Rules and Regulations (Continued)

PROTECTION OF BUILDING – Nothing should be posted on, tacked, nailed or screwed, or otherwise attached to columns, walls, floor or other parts of the building or furniture. Whatever is necessary to protect the building, equipment, or furniture properly will be at the expense of the vendors. Vendors are liable for the costs of repairing any damage they cause to the exhibit hall property, and any consequential damage arising from such damage.

FIRE, SAFETY AND HEALTH – The vendor assumes all responsibility from compliance with local, city, and state ordinances and regulations covering fire, safety and health. All exhibit equipment and materials will be reasonably located with the booth and protected by safety guards and devices where necessary. Only fireproof materials should be used in displays and the necessary fire precautions will be taken by the vendor.

SAFETY GUARDS AND PROTECTION – Conference guests must be properly protected from injury. Any piece of machinery on display that has movable parts must have adequate safeguards to protect the public from injury throughout the trade show period.

REGISTRATION OF VISITORS – The Women Conference Committee shall have sole control over admission policies at all times. The Women Conference Committee may exclude any person not wearing the appropriate badge.

SPACE RESTRICTIONS – Exhibits must be confined to the exact space allocated. Circulars, publication, advertising matter and all promotional giveaways may be distributed within space only. Signs, rails, etc. will not be permitted to intrude into or over aisles.

AMENDMENT TO RULES – Any and all matters or questions not specifically covered by the preceding Rules and Regulations shall be subject to the decision of the Women Conference Committee. These Rules and Regulations may be amended without prior notice at any time by the Women Conference Committee. All amendments so made shall be binding on the vendors equally with the foregoing Rules and Regulations.

FAILURE TO HOLD EXPOSITION – Should any contingency prevent holding of the Conference, the Women Conference Committee may retain such part of vendor's rental as shall be required to pay for expenses incurred up to the time such contingency shall have occurred. The vendor waives all claims for damage or recovery of payments made except the return of the prorated amount paid for exhibit space less expenses incurred by the Women Conference Committee.

CANCELLATIONS OR TRANSFERS – All requests for cancellations or transfers must be made in writing and emailed to aantoinette@ymail.com. Refund requests postmarked on or before Friday, August 10, 2018 will receive a 50 percent refund. No refunds will be granted after August 10, 2018. Vendors may be transferred via written request on company letterhead with the signature of the original registrant on or prior to August 13, 2018.

River of Life Christian Center
301 N. Secrest Street, Kinston, North Carolina 28501
(252)686-5023
Pastor Helen Locust – Senior Pastor
www.riveroflifeccm.org