

2020 Faith Filled Women Annual Conference “Simplify”
September 26th, 2020 • Wicomico Civic Center • 10am-5pm

Vendor Information & Contract

- I. That FFW agrees to:
 - a. permit admission of one vendor representative;
 - b. provide a 6’x2’ table, seating, table cloth; and buffet lunch for the vendor
 - c. list your organization in our program and/or on our website (a program ad may be included for an additional fee described below))
 - d. only allow one brand representative (i.e. Thirty-One, Pampered Chef, Mary Kay, etc.) to have a vendor table at this event
- II. That the Vendor agrees that they shall:
 - a. pay a rental fee of \$150 (one hundred and fifty dollars) per table; payable by check to “Faith Filled Women” accompanied by this completed contract
 - b. pay an additional rate of \$45 (forty-five dollars) per guest or employee accompanying vendor representative. Each vendor may purchase tickets for up to two additional helper/guest tickets. Beyond that, the regular ticket price is \$60.
 - c. not sublet, assign or sell any space allocated to them, or provide space for any vendors other than their self without prior approval of FFW;
 - d. provide FFW with names of all personnel working at the event;
 - e. indemnify and hold FFW, its agents and the event location, its agents and employees, harmless from and against any and all claims, demands, liabilities and expense of third parties arising out of the use of lease space or anything having to do with this conference;
 - f. comply with all government fire, safety and health regulations;
 - g. ensure that their property, including boxes and other packing material be located reasonably within the table or booth space provided; and
 - h. assume full responsibility for obtaining and paying any required licenses, permits and sales tax.
- III. Other terms to be observed by and between the parties:
 - a. FFW reserves the right to space assignment.
 - b. All deposits and payments are non-refundable unless written cancellation notice is received by FFW at least 60 days prior to the commencement of the conference minus \$25 processing fee.
 - c. The event location will be open to event attendees on Saturday, Sept. 26, 2020 from 8:30am – 5:30pm. Vendors will be given time to set up their displays on Saturday from 7:00am – 8:30am. Vendors will not be permitted to begin setup after 9:00am and are expected to maintain their displays on Saturday until at least 5:30pm. If there are any changes to these times, vendors will be notified at least 90 days before the conference.
 - d. While most vendor sites will have access to electrical outlets, we do not guarantee that there will be direct access for all vendors.
 - e. Neither FFW nor the event location shall be responsible for Vendor’s property. Vendors are advised not to leave their property unattended.
 - f. Any and all matters not specifically covered by these terms and conditions shall be subject to the decision of FFW.

This agreement shall be binding upon the parties, their successors, assigns and personal representatives. This agreement shall be enforced under the laws of the State of Maryland. This is the entire agreement.

Please keep a copy of this document for your files!

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Vendor Contract

Item	Price	Quantity	Total
Vendor Table	\$150 each		
Additional Helper (Max. 2)	\$45 each		
For Profit ¼ Page Full-Color Program Ad 3.75 H x 2.25 W*	\$85 each (\$10 off)		
For Profit ½ Page Full-Color Program Ad 3.75 H x 5.00 W*	\$110 each (\$15 off)		
For Profit Full Page Full-Color Program Ad 7.50 H x 5.00 W*	\$155 each (\$20 off)		
Non Profit ¼ Page Full-Color Program Ad 3.75 H x 2.25 W*	\$60 each (\$10 off)		
Non Profit ½ Page Full-Color Program Ad 3.75 H x 5.00 W*	\$75 each (\$15 off)		
Non Profit Full Page Full-Color Program Ad 7.50 H x 5.00 W*	\$110 each (\$20 off)		
Total Fees:			

*Your camera-ready art (.pdf or .jpg) must be emailed to info@faithfilledwomen.com no later than close of business on September 4th, 2020.

 Name of Business

 Website?

 Contact Phone

 Email

What will you be selling or offering at the conference?

I acknowledge that I have read and agree to the stated terms of this contract:

 Printed Name of Vender Representative

 Signature of Vendor Representative

Please make your check out to *Faith Filled Women* and mail the check and this completed form to:
Faith Filled Women
816 E. Salisbury Pkwy #3062
Salisbury, MD 21802