

City of Praise Family Ministries (COPFM)

2018 BLOSSOMING BEAUTIES, A WOMAN'S EXPERIENCE

VENDOR/EXHIBITOR GUIDELINES

WEDNESDAY, AUGUST 8, 2018 – SATURDAY, AUGUST 11, 2018

VENDING ON SUNDAY, AUGUST 12TH IS RESERVED FOR PERFORMING GUEST ARTIST ONLY

Greetings Vendors/Exhibitors,

We are delighted that you have been selected to be a vendor/exhibitor during the 2018 Blossoming Beauties Woman's Experience. This is your opportunity to meet thousands of women who want and/or need your products/services. While we cannot guarantee any sales projections, it is our desire to help you reach your goals as an entrepreneur, service provider, or company. In order to accomplish this task, we will have to work together. COPFM has provided you with our guidelines in order to make sure both experiences are successful. Please read thoroughly prior to registering. Once you sign the agreement, you are agreeing to the terms and conditions to which are written within. THERE ARE NO REFUNDS FOR CANCELLATIONS UNLESS THE ENTIRE EVENT IS CANCELLED.

Terms/Conditions Agreement

1. Remember, we are a ministry first and foremost. We are here as examples of Christ's love, compassion and grace. Please make sure your products line up with the message of Christ.
2. COPFM will provide each exhibitor/vendor with one 6ft table and two chairs, in a marked 8'x6' space. You will be in the corridor outside of the sanctuary. (Unless you have been selected for a premium space, please stay within your space limits).
3. Exhibitors/Vendors MUST be willing to commit to display their products and services during all four (4) days.
4. **All exhibitors/vendors and their assistants MUST register for the Woman's Experience. No exceptions.** (*Exchanges of registrations are only available if previously registered assistant will not be attending the event at all. All assistants, no matter what day they are assisting you, are expected to register for the event.*)
5. All exhibitors/vendors MUST have their exhibitions set up by **4pm, Wednesday, August 8th, 2018**. Absolutely no setting up will be allowed once the doors open for the conference. You are expected to have your displays accessible during vending hours and covered during session hours. Not doing so will forfeit your opportunity to vend/exhibit for that day. No refund will be given.
6. **All exhibitor/vendors MUST be paid in full by midnight, August 6, 2018.** In order to ensure all transactions are accurately tracked and collected, all payments will go through the Eventbrite Woman's Experience link. No exceptions will be made. No request to vend/exhibit will be accepted after this date.
7. **Exceptional Customer Service is a MUST.** We have the right to ask any of our vendors who are not displaying a loving attitude towards our guest to discontinue their business with us, and to leave the premises. Our mission is to be courteous at all times.
8. **Food vendors MUST follow state laws for food handling.** All packaged goods should be pre-packaged for sale. You are responsible for temperature controlled items. You MUST display an ingredient list and allergic warning labels. COPFM will not be liable for any food reactions to items you sold. Any questions should be emailed to vendors@copfm.org.
9. **Food items should be removed from exhibit displays after the exhibit hall is closed.** COPFM will not allow you to store food overnight on our premises. All food items for sale should be brought in daily.

Exhibit Hall Hours

It is important that every vendor/vendor assistant be at their table ready for business during set open hours. While sessions are going on, no business transactions shall be made.

Hours of Operation

Date:	Open	Closed	Re-Open
Wednesday, August 8, 2018	5pm to 6:30pm	7pm – 9pm	9pm – 10pm
Thursday, August 9, 2018	5pm to 6:30pm	7pm – 9pm	9pm – 10pm
Friday, August 10, 2018 <i>Day Sessions</i>	7am to 9am	During Sessions	During Lunch & After Day Sessions
Friday, August 10, 2018 <i>Evening Event</i>	5pm to 6:30pm	7pm – 9pm	9pm – 11pm
Saturday, August 11, 2018	8am to 10am	During Sessions	During Lunch & After Day Sessions

Exhibit Set-Up Guidelines

- 1. Exhibitor/Vendor Registration Opens at 1:00 pm.** You will pick up your exhibit display assignment and be escorted to the place you are to set-up.
- 2. Installation:** 2018 “Blossoming Beauties, A Woman’s Experience” vendors may have access to their designated display area at 2:00 pm on Wednesday, August 8, 2018. All displays **MUST BE COMPLETELY READY** for business when the doors open at 5:00 pm.
- 3. CREDENTIALS** Anyone entering the building prior to 5:00 pm **MUST** display an exhibitor badge/wristband.
- 4. WiFi:** Please bring your own HotSpots as bandwidth on the campus is limited.
- 5. Shipping of Exhibits:** Do not ship materials directly to COPFM, as they will be refused.
- 6. Aisles:** All aisle space is under the control of COPFM and shall be used for exhibit purposes. Anyone using aisle space for demonstration, solicitation of business or distribution of cards or flyers may be evicted from the hall. Also, displays **MUST** stay within the allotted, assigned space.
- 7. Wheeled Vehicles:** No motorized vehicles of any type are permitted within the Exhibit Venue. Exhibitors may bring their own hand trucks and/or dollies for use to set up their booths. COPFM does not provide hand trucks. Exhibitors are to dismantle their exhibits between at the end of the event on Saturday, August 12. It is the responsibility of the Exhibitors to remove the exhibit and exhibit materials.
- 8.** Loading area will be operated in the same manner as during booth installation. Please refrain from leaving your vehicle unattended while unloading/reloading your displays. Please do not leave your vehicle in the yellow zones around the perimeters of the buildings after you have completed assembling your exhibit display. Vehicles left there for long periods of time, will be ticketed at the owners expense.
- 9. Liability:** Each exhibitor must take provisions for safeguarding of his goods, materials, equipment and display items. General overall security service will be provided by COPFM for the exhibition period, but the security service will not be responsible for loss of material by theft or for any cause. The exhibitor must surrender space occupied by him in the same condition as it was at the time of occupation. The exhibitor is responsible for all damages to the exhibit hall and for any and all claims and demands on account of injury, death or damage to property occurring in or upon the exhibitor’s booth space or because of the acts of the exhibitors, his employees, servants, agents, licensee or contractors. The exhibitor agrees to indemnify and hold harmless the managing entity (COPFM) and/or the owner from and against any/all liability, claims and demands that might arise from or asserted in connection with the forgoing undertaking and responsibility of exhibitor. Neither the managing entity, its service

contractors, the management of the convention, nor the owners at the convention headquarters, their agents, servants, contractors or employees will be held liable for any claims except for claims for damages or injuries caused by or resulting from negligence of the managing entity and/or owner, the management of the convention and the owners and their respective agents, servants and employees.

10. All exhibits must be removed by 5:00pm on Saturday, August 11, 2018

Miscellaneous Guidelines

1. **Exhibitors' Note of Extreme Importance** (Regarding Counterfeit, Pirate or Bootleg Merchandise): No vendor will be allowed to sell or promote any tapes, CD'S, record albums, apparel or any other goods unauthorized by the licensed distributors. Any unauthorized sale of said items will result in expulsion from the exhibit hall without refund in addition to possible prosecution.
2. **Prohibited Articles & Activities:** Pornography or any sexually explicit materials, gasoline, kerosene, acetylene, propane gas, helium balloons or other amiable or explosive substances, etc., are strictly prohibited. No construction in the exhibit spaces shall be higher than eight (8) feet and no side partitions shall exceed forty-two (42) inches in height. No taping or tacking on walls/mirrors. Profanity will not be tolerated. All promotional campaigns that have not been pre-approved by COPFM and its sponsors will be prohibited. No vending will be allowed during the worship services and sessions. Any vendor selling merchandise during this time will be escorted off the property without a refund. Failure to comply may result in expulsion from the exhibit halls.
3. **Photography Rules:** Your participation hereby gives COPFM permission to use and authorize others (media outlets) to use all or any part of (his/her) interview/photography/video in related media such as books, magazines, journals, pamphlets, electronic (Internet) and other written and video formats interview/photography/video, regardless of the medium by which it is recorded. I also hereby release and its directors, its members, trustees, employees and agents, from any and all claims for invasion of privacy, defamation, breach of contract or other breach of duty arising out of or in the connection with the use of this interview, photography or video.
4. **Use of Power/Extension Cords:** You must let us know at the time of registration will you need to use electrical power. There is a \$75 fee for use of COPFM's extension cords and surge protectors.

Signature: _____

Approved By COPFM: _____

Date: _____