

Bethel A. M. E. Church

Vendor Agreement

Bethel A.M.E. Church
819 Woodrow Street
Columbia, SC 29205
803-779-0138 (phone)
803-779-7243 (fax)

The Reverend Dr. Caesar R. Richburg – Host Pastor

Dear Prospective Vendor:

It's fast approaching the time of year for 142nd Session of the Columbia Annual Conference. We are full of excitement as we plan for this event. You are cordially invited to participate as a vendor to market your products and services during this conference. The 142nd Session of the Columbia Annual Conference will be held on Tuesday, October 8 thru Friday October 11, 2019

This Vendor Contract will provide detailed information about the required guidelines, and the Vendor's Application Form. You should complete the form and return it along with a check for total payment of vendor space made payable to Bethel A. M. E. Church. **All payments are due no later than September 23, 2019 (\$60/day or \$240.00 for the week).** We cannot reserve space without payment. Because of limited space, spaces will be reserved on a first-come, first served basis.

Should you have any questions or need additional information regarding vending, please call Rev. Betty Wannamaker, at 803-779-0138.

VENDOR'S GUIDELINES AND CONTRACT

1. The Bethel A.M.E. Church, host edifice for the 142nd Columbia Annual Conference, will permit vendors to market their merchandise between the hours of 10:00 a.m. – 10:00 p.m. Here's how you may participate.
2. The fee for **non- food** vendors is \$60.00/day and consists of one (1) 110 volt, 20-amp outlet.
3. The Bethel A. M. E. Church, Columbia, South Carolina endeavors to present a true Christian atmosphere. Accordingly, we request you to maintain integrity in the items offered. The Bethel A. M. E. Church reserves the right to remove vendors who fall outside of these guidelines. Please be specific with the description of items or service you will provide as requested on the attached application form.
4. Vendors must complete and return the Vendor's Application as soon as possible. Space will be reserved on a first-come, first served basis. Act now, and reserve your space. Please print your name/company as you desire it to be printed on your badge. Make checks payable to: Bethel A. M. E. Church and mail to or deliver to: 819 Woodrow Street, Columbia, SC 29205 with your completed application.
5. Set-up - Each vendor will occupy a space 10 X 10. Each vendor will be provided with one 8 ft. table. You must provide your own covering for the tables. DO NOT include tapes or other sound/music as part of your set-up. This is disturbing to other vendors and the conference activities. Vendors may arrive as early as 8:00 a.m. to be set up by 10:00 a.m.
6. Liability: The Bethel African Methodist Episcopal Church, its officers, directors, members, and individuals who are in conjunction with the Columbia Annual Conference shall not be responsible and shall be held harmless for any loss or injury resulting from accident, fire, theft or any cause whatsoever, including, but not exclusively, accident or injury to Exhibitor's property, manufacturers' demonstration participants, their employees, agents, guests, the public and others, during or subsequent to the periods covered by the Exhibit Contract Application and Guidelines.

The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify and hold harmless the Bethel African Methodist Episcopal Church, its officers, employees and agents, against all claims, losses and damages to persons and property, governmental charges of fines and attorneys' fees arising out of or caused by the Exhibitor's installation, removal, maintenance, occupancy or cause of the Exhibitor premises or part thereof, including outside exhibition areas.

In addition, Exhibitor acknowledges that the Bethel A.M.E. Church, the Columbia Annual Conference, its officers, employees and agents do not maintain insurance covering the Exhibitor's property. Exhibitors are advised to obtain business interruption and property damage insurance covering such losses by exhibitors. The Bethel A.M.E. Church and the Columbia Annual Conference are not responsible for obtaining insurance.

Each Exhibitor is responsible for any and all damages to the Exhibits area and for any and all claims and demands made in regard to an injury, death or damage to property incurred in or upon the assigned space. Exhibitors must have their own certificate of insurance.

7. Booth Cancellations: Cancellation requests must be submitted in writing to 819 Woodrow Street, Columbia, SC 29205 and received by October 1, 2019. No refunds will be made if the booth space remains unsold. Full refunds are available less 25% (of contract value) as an administrative fee. Absolutely no refunds will be made for cancellations received after October 1, 2019
8. Conference Cancellation: Should any contingency prevent the holding of the Columbia Annual Conference, the Bethel A.M.E. Church or the Columbia Annual Conference will not be held liable for any expenses incurred by the Exhibitor, however, exhibit space fees will be refunded.

Thank you for your interest in the 142nd Columbia Annual Conference. As evidence by our previous year's conferences, we are expecting even more attendees this year. Together, let's make it a great week for everyone!

Should you have any questions -- Contact Rev. Betty Wannamaker at Bethel A. M. E. Church via phone at 803-779-0138; via facsimile at 803-779-7243; or via e-mail at ContactUs@bethelcolumbia.org

Bethel A. M. E. Church

Vendor Application Form

Event Beginning Date and Time: October 8, 2019 10:00 a.m. – 10:00 p.m.

Location: Bethel A. M. E. Church

819 Woodrow Street

Columbia, SC 29205

Please complete the following and return no later than September 23, 2019.

Name: _____

Company Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Home Phone Number: _____

Work Phone Number: _____

E-Mail Address: _____

Days Vending is needed: (10/8-10/11) \$60.00 / day

Tuesday____ Wednesday____ Thursday____ Friday____

Electrical Service: Yes_____ No_____

Total Due (Refer to contract): _____

Description of item(s) being sold _____

I have read, understand and agree with the conditions of this contract.

Signature

Date

**Vendors should return this form along with a check made payable to: Bethel A.M.E. Church.
The form and check (total amount due) must be received by September 23, 2019.**