



2022 WOMEN IN MINISTRY CONFERENCE

VENDOR PACKET

**Application Enclosed
Deadline: August 15, 2022**

The above deadline will end as soon as all
vendor spaces are under contract

September 12-15, 2022
Atlanta Airport Marriott Gateway
2020 Convention Center Concourse
Atlanta, GA 30337

REV. DR. CYNTHIA L. HALE, CONVENER



PLEASE DO NOT WRITE IN THIS BOX

Company Name: _____

Contact Name: _____

Date Rec'd: _____

of Spaces: _____

Amt Paid: _____

Exhibit Space Contract

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Dear Business Leader:

The Women In Ministry Conference Committee is excited about the **2022 Women In Ministry Conference**, being held on **September 12-15, 2022**, at the Atlanta Airport Marriott Gateway Hotel in Atlanta, Georgia.

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 hundreds of women.

We all know it's a proven fact that women represent the major buying power in this country and are the primary 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 hundreds of women, this is an excellent opportunity you cannot afford to miss! The theme colors for this year's conference are Orange, Brown, Tan and Gold.

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 **August 15, 2022**. Vendor packets received after August 15, 2022, will be subject to an additional late fee.

If you have questions, you may contact us via email at wimconferenceinc@gmail.com or via phone at 770-696-5100, ext. 217.

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 a profitable partnership.

Sincerely,

2022 Women In Ministry Conference
Vendor/Sponsorship Management Team

WOMEN IN MINISTRY CONFERENCE

2778 Snapfinger Road • Decatur, GA 30034 • Phone: 770-696-5100, ext. 217 • Fax: 770-696-5111
Email: wimconferenceinc@gmail.com • Website: www.cynthiahale.org



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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 In Ministry Conference to be held at Westin Atlanta Airport Hotel in Atlanta, Georgia, on September 12-15, 2022. This vendor application and lease, with the Women In Ministry Conference Committee along with full payment of charges constitute a contract for the right to use the space assigned by the Women In Ministry Conference Committee. Our signature indicates that we have read and agree to comply with the space lease terms on Page 7-9. Booth space is limited. The location will be assigned by the Women In Ministry Conference Committee.

FULL PAYMENT IS DUE BY AUGUST 15, 2022, AND MUST BE RECEIVED WITH A SIGNED CONTRACT
A \$100.00 LATE FEE WILL BE APPLIED FOR APPLICATIONS RECEIVED AFTER THE DEADLINE.

Table Space Rental Rates:

6-foot Table Top	\$300.00	
Each Additional 6-foot Table Top	\$225.00	(Maximum of 3 per vendor)
Electricity	\$75.00	(Per outlet)
Late Fee (after August 15)	\$100.00	(Based on space availability)

Each Table Space Rental includes: (1) 6-foot Skirted Table Top, (1) identification sign displaying company name, (2) chairs, and two (2) vendor badges. **(MEALS ARE NOT INCLUDED.)**

Fill in the quantity for each item and calculate the total amount

Enter # of 6-foot Table Top*	_____	X \$300.00 =	\$ _____ .00
Enter # of Additional 6-foot Table Top*	_____	X \$225.00 =	\$ _____ .00
Enter # of Electricity Outlets	_____	X \$75.00 =	\$ _____ .00
Late Fee (after August 15)	1	X \$100.00 =	\$ _____ .00
Total Amount:			\$ _____ .00

Note*): If you sell clothing and are bringing a hanging rack, the width must not exceed 6 feet. The price of the 6-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.

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PRE-REGISTRATION EXHIBIT SPACE CONTRACT (continued)

Product/Service your company provides:								
Company Name:								
Address (Include P.O. Box):								
City:		State:		Zip:				
Phone #:		Fax #:						
Signed:					Date:			
Print Name:			Title:					
Email:								
Payment Information: (check one)	<input type="checkbox"/> MasterCard 	<input type="checkbox"/> Visa 	<input type="checkbox"/> Discover 	<input type="checkbox"/> American Express 	<input type="checkbox"/> Money Order 	<input type="checkbox"/> Cash 		
Credit Card Number:					Expiration Date:			
Name of Cardholder:					CVV #:			
Cardholder's Billing Address:								
City:		State:		Zip:				
Cardholder's Signature:								

IMPORTANT NOTICE: The Women In Ministry Conference strictly prohibits the sale of counterfeit products. The WIM Conference Committee reserves the right to breakdown and remove your table if you fail to honor any agreement in this contract.

Contract accepted by the Sponsorship and Vendor Management Team:

Authorized Signature: _____

Print Name: _____ Date: _____

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VENDOR BADGES

Vendors are entitled to two (2) badges with EACH registration. Rights of a vendor shall not be assignable to any other firm or person.

Company Name:					
Address (Include P.O. Box):					
City:		State:		Zip:	
Office #:		Mobile #:			
Fax #:					
Email:					

Please Note: Vendor Badges will NOT allow access to the various Conference workshops or meals.

Vendor Badge #1 Name:	
Vendor Badge #2 Name:	

GENERAL INFORMATION

Atlanta Convention & Visitors Bureau

For information about Atlanta, please call the Atlanta Convention & Visitors Authority at (404) 305-8426 or visit their web site at: www.atlanta.net.

Location & Weather

Atlanta is located in the Eastern Time Zone. During the week of the Women In Ministry Conference, the average temperature is expected to be between 60-79 degrees Fahrenheit. Please plan ahead to be comfortable for these conditions.

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VENDOR BADGES (continued)

Exhibit Hours

Monday, September 12th	4:00 PM – 10:00 PM
Tuesday, September 13th	7:30 AM – 10:00 PM
Wednesday, September 14th	7:30 AM – 10:00 PM
Thursday, September 15th	7:30 AM – 12:00 Noon

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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 In Ministry 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 In Ministry Conference Committee prohibits the use of a single booth for the display of multiple companies regardless of company ownership.

RELOCATION OF VENDORS – The Women In Ministry Conference Committee reserves the right to alter location of vendors, if deemed advisable, in the best interest of the Atlanta Airport Marriott Hotel.

FLOOR PLAN – The dimensions of the vendor booth are believed to be accurate, but are not warranted.

NO VENDORS OUTSIDE EXPOSITION - No vendor participating to exhibit will be permitted to exhibit in a hotel room at or near the Conference or outside of the exhibit hall while in attendance at the Conference.

NOISE B - Public address, sound producing, or amplifying devices which project sound beyond the vendors booth, or excessive operating noise that distract neighboring vendors, are expressly prohibited. The Women In Ministry Conference Committee reserves the right to restrict vendors which, because of noise or for any other reason, become objectionable or which may detract from the general character of the Conference.

POSITIONING OF EQUIPMENT WITH RELATION TO AISLE – Machines or equipment operated or demonstrated at any time during show hours shall be placed so that no portion is closer than 12" to an aisle unless prior permission is obtained. 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 In Ministry Conference Committee.

RISK OF LOSS – The Women In Ministry Conference Committee, their subsidiaries, and their respective officers, employees, agents and affiliates, and the Atlanta Airport Marriott Hotel, separately or collectively cannot accept responsibility for any damage to or for the loss or destruction of an exhibit, or for the property of an vendor, his/her agents, contractors or employees 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.

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LIABILITY AND INSURANCE – Neither the Women In Ministry Conference Committee, nor any of the officers, employees, agents, contractors and affiliates of such entities nor the chosen Exposition Services Company, nor the owners, management company, employees or representatives of the Atlanta Airport Marriott Hotel 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 subsequent to 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.

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 In Ministry Conference Committee shall have sole control over admission policies at all times. All persons visiting the convention session rooms and the exhibit area as well as vendor personnel shall be required to register and wear an appropriate badge while in attendance. The Women In Ministry Conference Committee may exclude any person not wearing the appropriate badge.

PERSONS CONNECTED WITH NON-VENDOR CONCERNS – are prohibited from any dealing, exhibiting, or soliciting within the exhibit area. Vendors are urged to report immediately violations of the latter rule to the Women In Ministry Conference Committee and/or Atlanta Airport Marriott Hotel Manager.

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.

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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 In Ministry Conference Committee, Atlanta Airport Marriott Hotel and the chosen Exposition Services Company (if applicable). These Rules and Regulations may be amended without prior notice at any time by the Women In Ministry Conference Committee, Atlanta Airport Marriott Hotel and the chosen Exposition Services Company (if applicable). 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 Exposition, the Women In Ministry 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 In Ministry Conference Committee and the chosen Exposition Services Company (if applicable).

CANCELLATIONS OR TRANSFERS – All requests for cancellations or transfers must be made in writing and mailed or faxed to the Women In Ministry Conference Committee at 770-696-5111. Refund requests postmarked on or before August 15, 2022, will receive a 50 percent refund. No refunds will be granted after August 15, 2022. Vendors may be transferred via written request on company letterhead with the signature of the original registrant on or prior to August 15, 20.

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THANK YOU!

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