

# Vendor Information

## Contract for Exhibit Space

I (We) hereby agree to abide by the rules and regulations of the Midwest Women's Conference of the churches of Christ as set forth on this Contract; all of which is a part thereof, and request the following exhibit space(s) for my/our use. MWCCC reserves the right to make booth assignments in order to avoid conflict of displays or products.

**1<sup>st</sup> Option:** Vendor tables \$50 each if you register for the Conference which is \$165 till March 31, 2019, and then the Conference price goes to \$175. Please send conference registration form with vendor's form. Two breakfasts and dinners are included with Conference Registration. **Total: \$215 to \$225** for one table and Conference Registration.

**2<sup>nd</sup> Option:** Vendor tables \$125 each if you do not wish to register for the Conference but want to eat breakfast and dinner (4) Friday and Saturday, which is a total of \$140 for the four meals. Meals cannot be separated. **Total: \$265** for one table and four meals, and you do not wish to register for the Conference.

**3<sup>rd</sup> Option:** If you want a Vendor Table Only, the cost is \$125 each. No food and you do not wish to register for the Conference. **Total: \$125** for one Vendor's table only.

Payment must accompany the contract.

**All applications to exhibit must be received no later than August 1, 2019.  
Cancellation of booth space will NOT be accepted after August 1, 2019.**

**Make checks or money orders payable to The Midwest Women's Conference of the churches of Christ or MWCCC.** Requests to exhibit will be honored on a first-come, first-serve basis when accompanied by full payment. Space this year is limited. For additional information, contact Lorna Macon, 248-798-6372.

Return payment with completed contract to: MWCCC  
Attn: Lorna Macon  
4801 Nottinghamshire Dr.  
Louisville, KY 40299

### PLEASE TYPE OR PRINT

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

No. of Tables: \_\_\_\_\_ @ Option \_\_\_\_\_ each = Amount Enclosed \$ \_\_\_\_\_ Check/Money Order

Authorized Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

List other individual(s) in charge of exhibit: \_\_\_\_\_

Description of items to be exhibited: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Contract for Exhibit Space

### Warranty of Authority

Upon signing this acceptance, the following persons warrant that they fully understand the contents of this agreement and are duly authorized and appointed agents for the exhibit and are fully empowered to accept the provisions contained in this contract as a definite and binding commitment.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

### Contract Space

This application for Exhibit Space properly signed and formal notice of space assignment by MWCCC, together constitutes a contract for the right to use exhibit space only. Application should be filed promptly and must be accompanied with payment in full for each exhibit space requested. **Refunds will not be made on contracts cancelled after August 1, 2019.**

### Liability and Insurance

The Exhibitor assumes the entire responsibility for losses, damages and claims arising out of injury or damages to Exhibitor's display, equipment and other property brought upon the premises of the **Hyatt Regency Columbus** and shall indemnify and hold harmless The Midwest Women's Conference of the Churches of Christ and their agents from (including attorneys fees arising from) damages or bodily injury to Exhibitor. **Security will not be provided.** The Midwest Women's Conference of the Churches of Christ will not be responsible for any failures of electricity or service. Exhibitors wishing to insure their goods must do so at their own expense. City Fire Regulations must be observed. All decorations must be flame proof.

### Use of Space

All demonstrations or other sale activity must be confined to the Exhibit Booth. Requirements for additional space should be made immediately. Note: Additional tables cost based on option selected.

1. No exhibitor shall place a display in such a manner as to interfere with other exhibits. The standard booth equipment as furnished by the hotel will constitute a draped table and two chairs.
2. No firm, organization or individual not assigned booth space will be permitted to solicit business with the Exhibit Area.
3. Exhibits that include noise making equipment must secure approval of operating methods before exhibit opens. Electricity and phone line arrangements must be made through the **Hyatt Regency Columbus**.
4. All exhibits can be set up as early as Thursday, September 19, 2019 at noon.

**All exhibits must be closed during workshop and session times.**

### Restrictions

*The Midwest Women's Conference of the churches of Christ reserves the right to restrict exhibits during workshop or session hours. **Vendors must close during these times.***

*Terrie*

Terrie Miller, Coordinator  
Glass City Church of Christ, Toledo, OH

*Brenda*

Brenda Gilbert, Co-Coordinator  
Sheldon Heights Church of Christ, Chicago, IL