

# 104<sup>TH</sup> INTERNATIONAL HOLY CONVOCATION

JULY 26 – 30, 2023 † ORLANDO, FLORIDA



## VENDOR INFORMATION, RULES & REGULATIONS

*In order to maintain a professional environment for all participants, vendors are required to comply with the procedures outlined below. Please be advised that by submitting an application and paying the vendor fee, you have agreed to the Rules & Regulations below.*

**PAYMENT TERMS & CONDITIONS:** Only fully paid vendor registrants will be guaranteed a table and vending space. Those who have not fulfilled their registration requirements by the stated deadline will not be guaranteed a table and/or space. Payments and registration forms received after the deadline will be returned to the applicant at the discretion of the Vendor Coordinator. **Applications and a deposit payment of \$200.00 is due by April 17, 2023. Final payment is due by June 5, 2023.** Vendors who miss the above deadlines will not be guaranteed a table or vending space and a late fee of \$150.00/\$250 will be assessed. Space is limited and will be assigned on a first come, first serve basis. **Cash, money orders, certified bank checks, or credit card** will be the only forms of payment accepted. Once the application has been approved, the vendors will be notified via telephone or email and will be provided further information on the COOLJC convention.

- **VENDOR ORIENTATION:** Vendor Orientation will be held on **Monday, July 24, 2023, at 11:00 a.m.** The location will be included in the yearly introduction letter. All vendors must be in attendance to receive space during the convention. Important information (including electricity costs, locations, etc.) will be given out during this meeting. If you do not attend, you will be assigned space as available.
- **TABLE SETUP AND BREAK DOWN:** Vendor setup will be on **Monday, July 24, 2023,** beginning at 1:00 pm – 9:00 pm at the location noted on the introductory letter. Please refer to this letter for detailed information. Late vendor displays/exhibits will **NOT** be allowed to setup during public vending hours. **ALL VENDOR TABLES MUST BE DISMANTLED AND REMOVED FROM THE VENDING AREA NO LATER THAN 12:00 PM, SUNDAY, JULY 30, 2023.** Any booths/exhibits that exceed this time frame are subject to any removal/late fees charged by the facility. **\*Subletting of booth/space is prohibited.**
- **VENDING HOURS:** The booths will officially open on **Tuesday, July 25th and close on Saturday, July 29th.** Daily booth hours are from 8:30 am – 11:00 pm.
- **TABLES:** One table (depending on the vendor application) is available with 2 chairs. Any additional equipment, i.e., electricity, displays, telephone, etc. must be bought by the vendor at the vendor's expense and must stay within the area designated for the vendor.
- **USE OF VENDOR TABLES:** The use of the tables must adhere to what was approved in the vendor's application. The sale of COOLJC branded items is prohibited. This includes, but is not limited to, logos/images, text, audio, and video. No offensive articles or illegal items (e.g., "bootleg CD's") will be allowed to be exhibited at the convention. Vendors must maintain a clean working area around the booth. **THE FACILITY WILL ALLOW NO FOOD/BEVERAGE ITEMS TO BE SOLD OR GIVEN AWAY. Any items deemed to be COOLJC branded will not be allowed to exhibit at the convocation.**
- **NAME TAGS:** Nametags for each vendor table will be made available.
- **HANGING DISPLAY ITEMS:** No items or displays should be hung on ballroom/convention center walls. All materials and displays are limited to the space in the vendor designated table area.
- **LIABILITY:** The Church of Our Lord Christ of the Apostolic Faith, Inc. (COOLJC, Inc.) is not responsible for lost or stolen items in or around the vendor booth or fees assessed to the vendor for illegal food/beverage items given/sold on premises.
- **PROBLEM RESOLUTION DURING THE CONVENTION:** The Convention Committee will have Vendor representatives available to provide vendors with any additional support that may be needed during the convention. These representatives will be introduced to you during the Monday orientation and setup. If you are unable to find a representative, please contact the following vendor committee person(s) located at the Registration Desk.
- **SHIPPING AND RECEIVING:** Shipping and receiving cost will be the responsibility of the vendor. The Convention Committee will not be liable for in cost associated with the shipping and/or receiving. The Convention Committee also will not be responsible for any lost or damaged items related to this.
  
- **ADDITIONAL FEES:**  
TO BE ANNOUNCED
- **SHIPPING INSTRUCTIONS:**  
TO BE ANNOUNCED
  
- **SHIPPING & RECEIVING FEES:**  
TO BE ANNOUNCED

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## VENDOR APPLICATION & CONTRACT



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Application & Fee Postmark Dates	COOLJC Member	Affiliate Rate	Non-Affiliates
<b>Early Bird Special: May 8, 2023</b> <i>(Discount only applies to submission of the Application+ Full Payment only)</i>	<b>\$500.00</b>	<b>\$700.00</b>	<b>\$850.00</b>
General Application Deadline: <b>June 5, 2023</b>	\$550.00	\$800.00	\$950.00
Late Submission: <b>June 6th - July 5th</b> (Fee \$150)	\$700.00 Late Fee + Standard Fee	\$950.00 Late Fee + Standard Fee	\$1,100.00 Late Fee + Standard Fee
On-site Payment: <b>July 6th - July 22nd</b> (Fee \$250)	\$800.00 Onsite Fee + Standard Fee	\$1,050.00 Onsite Fee + Standard Fee	\$1,200.00 Onsite Fee + Standard Fee

Your Full Name: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
 Email Address 1: \_\_\_\_\_ Email Address 2: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Is your merchandise independently insured?  Yes, Name of Insurance Co. \_\_\_\_\_  No  
*\*COOLJC is not responsible for the lost or theft of items and/or goods from your booth/setup area, mailings sent to/from the convention site, or storage space used.*

<b>COOLJC MEMBER</b>	<b>Church Name:</b> _____
	Church Address: _____
	City, State, Zip: _____

<b>MEMBER OF AFFILIATED CHRISTIAN ORG.</b>	<b>Church/Org. Name:</b> _____
	Church Address: _____
	City, State, Zip: _____

**NON-MEMBER** *(All who are not a member of COOLJC or other legitimate Christian Organization)*

**LIST TYPES OF ITEMS TO BE SOLD** *(use additional paper if needed):*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Total Amount Enclosed:** \_\_\_\_\_

Send all forms to: **Sister Sherri Young, COOLJC Convention Vending Committee**  
**2701 Mock Road, Columbus OH 43219**  
**(614) 747-0808; email: COOLJC2013@att.net**

**\*DISCLAIMER OF RESPONSIBILITY:** Neither the Church of Our Lord Jesus Christ of the Apostolic Faith, Inc., its subsidiaries, auxiliaries and departments (including but not limited to the International Convention Committee), its officers affiliates, officers, Board of Apostles, and agents nor the site hotel/convention center facility and staff shall be liable for claims arising out of injury, theft or damage to exhibitor's display, equipment, and other property brought onto the premises of the Convention Center and/or Hotel. The exhibitor assumes the entire responsibility for losses and damages, and shall indemnify and hold harmless Church of Our Lord Jesus Christ of the Apostolic Faith, Inc., its subsidiaries, auxiliaries and departments (including but not limited to the International Convention Committee), its officers affiliates, officers, Board of Apostles, and agents nor the site hotel/convention center facility and staff from all such losses, damages, and claims.

*By signing below, I agree with the rules, regulations, stipulations and outlines of this Vendor Contract and the Vendor Information, Rules and Regulations.*

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_