



May 2018

Dear Vendor:

We are excited about the opportunity to have you be a part of our **9th Annual Re-Align Your Life Women's Conference on September 15, 2018**. Our theme this year is 'Shades Of A Woman's Reality.' The conference is hosted by **Essentials For Godly Living** and will be held at the Beautiful Palm Beach Lakes High School Auditorium, West Palm Beach. You will have easy access parking and the opportunity to **network and market your business to a large audience**. *This year's conference is an amazing dramatic experience dealing with the realities of a woman's life.* We are expecting God to do great things!

Vendor space is limited. As a participant from previous events, we are giving you the **first opportunity** to lock in a space for this year's **vendor market place**. Please contact **Hattie Asberry at (561) 723-7766** or the rep you spoke with. The vendor fee for this year's conference is **\$99.00**. If you want **lunch add an additional \$10.00 each for yourself and partner**. Conference tickets are \$59.00 but you may purchase one for your partner at half price (\$29.50) if they want to enjoy the conference. **Your vendor application includes a vendor station, continental breakfast and conference access for one.**

As an Entrepreneur, you know it is important to be in the right place at the right time. This is the right place for you and your business. *We will print a Vendor Information Sheet to help advertise your business and put you directly in the hands of the people!* In addition to public acknowledgement, we will incorporate extended breaks during breakfast and lunch time to allow sufficient time to visit your stations. We look forward to an exceptionally great response. **Reserve your vendor space today!**

Thank you,
Hattie R. Asberry, CEO

encl: Vendor Contract



Soaring From Mediocrity To Excellence!

Ticket Info: 561-723-7766

A 501c3 Non-Profit Tax Exempt Organization

Essentials For Godly Living Vendor Contract

Event: 9th Annual Re-Align Your Life Women's Conference
Date: Saturday, September 15, 2018
Location: Beautiful Palm Beach Lakes High School Auditorium, WPB
Time: Conference: 9:00a.m. - 4:00pm. Set Up: 6:00am Break Down: 2:00pm

The vendor hereby requests to reserve vendor space(s). A vendor space shall consist of a six foot table. Vendors will provide all items and materials required to make the vendor space suitable for vendor purposes.

Vendor Space Fees – to reserve a vendor space the vendor must pre-pay the required space fee. Vendor spaces will not be allocated or considered ‘reserved’ until payment has been received in full. Checks shall be made payable to Essentials For Godly Living. [Early cancellations are accepted within 3 days of signed contract date and No Refunds thereafter. \$35.00 Bounced Check Fee And Additional Bank Charges Will Apply To ALL RETURNED CHECKS]

NOTE: Food For Sale MUST Be Pre-Approved. Electrical outlets are limited and must be requested prior to event. No Children Allowed in Vendor Area or Tables. All vendor spaces must be occupied by 7:00 a.m. on the day of the event. At that time access to the vendor area will be closed and all vacant vendors' spaces will be assigned on a first come – first serve basis to any vendor desiring to occupy additional space. Essentials For Godly Living cannot provide support or equipment such as hand carts, etc. to assist vendors in occupying their assigned vendor space. **Doors open at 6:00am for set-up and everyone must be set up and ready by 8:00am. There will be no exceptions to this policy!**

All merchandise belonging to the vendor or its participants will be the sole responsibility of the owner. Essentials will not be responsible for missing or damaged property. Security will be provided for the event but will not be there for individual vendor spaces, merchandise, equipment or any other property not belonging to or in the care of Essentials For Godly Living.

Each vendor will be responsible for keeping their area clean and free of trash and debris within and around their spaces and when each vendor removes equipment, merchandise, and materials from their space at the conclusion of the event. **Vendors will be limited to receive two vendor passes, if needed, the vendor can also purchase one half price conference ticket.**

Only vehicles authorized by Essentials For Godly Living or prescribed motorized carts necessary for individuals with a disability shall be permitted.

NO PETS, WEAPONS, ALCOHOL OR ILLEGAL DRUGS ALLOWED

SIGN: _____ DATE: _____



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Essentials for Godly Living Vendor Application

Please Check One: Vendor Classification: Retail Goods _____ Service _____

Vendor Fee: \$99.00 [No Refunds: Within 3 Days After Signed Contract Date]

Lunch: \$10.00 _____ Additional ½ Price Ticket: \$29.50 _____

Vendor Spaces: _____ Vendor Space(s) at \$ _____ Per Space = _____

Total Paid: \$ _____ OR Pay Online: www.EssentialsWoman.Org

Make check or money order payable to **Essentials For Godly Living**. My vendor space(s) will offer the following products, merchandise, or services: (write on line)

By my signature below, I agree that I have read and understand the Essentials for Godly Living Vendor Agreement and accept all conditions thereof:

For the Vendor:

Name _____ Signature _____

Date _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) ____ - _____ Email Address: _____

Company/Organization Web: <http://www.>_____

Please mail copy of this application with your Check or Money Order to:

Hattie Asberry
4870-A Orleans Court
West Palm Beach, FL 33415

----- Do Not Write Below This Space -----

Vendor Space(s) Assigned: _____

Essentials Rep. Signature: _____ Date: _____



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