



AFRICAN METHODIST EPISCOPAL CHURCH
2nd Episcopal District Gathering
 Sheraton Greensboro at Four Seasons
 3121 West Gate City Boulevard * Greensboro, NC 27407



Vendor Requirements and Application

To confirm your space, Vendor Applications must be completed and must **include a 50% deposit payment** online by **Monday, January 13, 2020 (by 5:00 pm EST)**. Applicants will receive notification of acceptance by Monday, January 20, 2020. Approved vendors must submit final payment by Thursday, January 30, 2020, otherwise your application will be invalid. **All deposits are non-refundable once accepted and/or withdrawn.**

Cost: \$550 per space (This will permit one-person entrance to the conference and access to one registration package).

Space Size: Space size will be approximately 8' X 10'. This includes one table, two chairs and 1 - 120 volt 20 amp. You may bring other display furniture, but it must fit in this area. If your display does not fit in this area, you need to reserve another vendor space. Applicants requesting more than one vendor space must submit an application for each space being requested. **NO EXCEPTIONS.**

Thursday	February 13, 2020	Vendor Set-up	7:00 am - 10:00 am
Thursday	February 13, 2020	Vendor Move-in	10:00 am - 11:00 pm
Friday	February 14, 2020	Vendor Open Hours	10:00 am - 11:00 pm
Saturday	February 15, 2020	Vendor Tear Down	10:00 am - 3:00 pm

General Guidelines for Vendors:

1. Methods of final payment accepted are credit card payments (Visa and MasterCard), money orders and/or cashier check.
2. All cashier checks and money orders must be made payable to: SED Mid-Winter Conference.
3. You are responsible for all additional display furniture not furnished by the hotel.
4. You are responsible for the setup and breakdown of booth. Display setups are to be completed by 10:00 am on February 13, 2020. Breakdown of displays are to be completed by 3:00 pm on February 15, 2020.
5. You are responsible for the daily cleanliness of the booth space.
6. You are responsible for inbound and outbound shipment of items for display. The vendor must adhere to hotel safety rules and guidelines on fire, flooding, safety, etc.
7. No food, drinks or smoking will be allowed in the vendor's area during conference hours.
8. You are encouraged to insure against theft, fire or loss. The 2nd District AME Church is not responsible for any lost, stolen or otherwise damaged items that may take place during the meeting.
9. Vendor items may be shipped directly to the Sheraton Greensboro, 3121 W. Gate City Blvd., Greensboro, N.C. 27407 Attention: 2nd District Mid-Winter AME Church. Please note: The hotel may charge to hold your items. This will be your responsibility to make these arrangements.
10. The Hotel will be assigning the vendor space and location.

If you have any questions, please contact Dr. Clay Barrow at 919-622-9860 or email him at revb614@gmail.com

VENDOR APPLICATION

Please complete and submit the on-line Vendor Registration Application.

If you have any questions, please contact Dr. Clay Barrow at 919-622-9860 or email him at revb614@gmail.com

Business Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Telephone No: _____ Evening Telephone No: _____

Cell Phone No: _____ Email Address: _____

Description of Items to be sold: _____

Print names of persons staffing your booth for name tags:

PAYMENT INFORMATION

Pay \$ 225.00 Deposit and/or Final Payment by Credit Card, please fill out the fields below.

VISA MasterCard

Name on card: _____

Card Number: _____

Expiration Date: _____ Security Code: _____

Pay Final Payment by Cashier check or Money Order please fill out the fields below. Due by Thursday, January 30, 2020.

Cashier Check Money Order

Made Payable to SED Mid-Winter Vendor and mail to:

P. O. Box 34247

Washington, DC 20043

By signing this application, I hereby agree that I have read and understand the regulations outlined in this application form, and agree to abide by the rules and regulations contained herein and that may be introduced from time to time throughout the 2020 Mid-Winter meeting hours of operation. I will be in compliance with all regulatory codes and provisions as administered by Fire, Building, Regional Public Health, TSSA and provincially and locally and by those of the 2nd Episcopal District of the AME Church.

Signature

Date