

Name of Vendor (principal person) _____

Address _____

Telephone (area code + phone) _____

**The 37th Annual Conference of the Northeast Region of the
International Association of Ministers' Wives & Ministers' Widows, Inc.**
Dr. Margaret B. Payton, International President ~ Dr. Cheryl R. Evans, NE Regional Vice President

Hosted by

New Jersey Association of Ministers' Wives and Ministers' Widows (Interdenominational)

Min. Cynthia Tucker, State President ~ Mrs. Carolyn Henderson, General Chair

Mrs. LaTosha Wilson and Mrs. Martha Turner-Riddick ~ Co-chairs

VENDOR CONTRACT

This is an agreement between the **New Jersey Association of Ministers' Wives and Ministers' Widows, Inc.**, representative organization for the **Northeast Region of the International Association of Ministers' Wives and Ministers' Widows, Inc.**, (hereafter referred to as "Host"), and _____ (hereafter referred to as "Vendor").

The Host will provide services for coordination of vending for the **Northeast Regional Conference of the International Association of Ministers' Wives and Ministers' Widows Inc.**, convening at the Wyndham Hamilton Park Hotel and Conference Center, 175 Park Avenue, Florham Park, New Jersey, 07932, March 26-28, 2020 (hereafter referred to as "the Event"). The Host has permission from the Wyndham Hamilton Park Hotel and Conference Center and the International Association of Ministers' Wives and Ministers' Widows, Inc. to grant Vendor licenses for vending during the Event.

The Host and Vendor both agree to the following terms:

1. **By February 21, 2020**, the Vendor must issue the Host the nonrefundable sum of \$150.00 for a license to vend at the Event, made payable to the NJAMWMW.
2. The Vendor agrees to vend the following items, and only the following items, unless written consent is given by the Host. (Please provide a brief description about your product. This information may be used to determine vendor space and/or marketing for the conference.)
PLEASE NOTE: The NJAMWMW reserves the right to decline applicants due to numerous vendors selling the same merchandise. Applicants will be received and assigned on a first come, first served, paid in full basis. Consideration made is for space only and does not include any amenities provided by the Event (i.e. meals, admission to workshops, kits, packets, etc.

Items: _____

3. The Vendor will be assigned a specific space for vending. An onsite supervisor for the Host will assist the Vendor in locating the assigned space
4. Space assigned for vending will be made available for the Vendor to set up on Thursday, March 26, 2020, 5:00 p.m. to 10:00 pm.
5. Vending dates and times are from 5:00 pm on Thursday, March 26, 2020 to until 5:00 pm Saturday, March 28, 2020.
6. Vendors agree to display for sale on at least two days of the Event. Written exceptions to this agreement may be given by the Host to the Vendor upon request after consideration of sales activity.
7. All items must be removed immediately upon completion of the vending time on Saturday, March 28th. Neither the Host nor the Wyndham Hamilton Park Hotel and Conference Center accepts responsibility for items left in the exhibit space. The Vendor shall leave the location free from trash and in its condition prior to the Vendor's use.
8. The Host shall provide one 5'x2' table, 2 chairs, and one table skirt for all Vendors. If the Vendor plans to supply the table, chairs, and/or table skirt, the Vendor must notify the Host when this contract is returned to the Host.
9. **The Vendor's station shall be limited to a 10'x10' space including all tables, racks, and other display furnishings and equipment.** The Vendor's station must remain clean and orderly throughout the Event.
10. The Vendor's staff may exhibit that goods are for sale only while the Vendor's staff is within the area of the Vendor's specified location.
11. The Vendor's staff must be modestly dressed, and their appearance will be clean and orderly. Conduct must be maintained in a manner throughout the Event.
12. There is to be no loud distracting music, noise, and or sound amplification devices used by Vendor's staff during the Event.
13. The Vendor shall comply with all applicable laws and regulations of Florham, NJ and the State of New Jersey.
14. The Vendor agrees to hold the Host free from any damages or claims that may develop in connection with participating in the above-mentioned Event.
15. The contract must be signed by the Vendor and submitted to the Host in hard copy with a live signature **by February 21, 2020**. The Vendor should send the signed contract to the following:

Mrs. Virginia Harper, Chair of Vendors
126 Wyncrest Road
Marlboro, NJ 07746

16. The check or money order of \$150.00 should be made payable to **NJAMWMW**.
Mail to: Mrs. Doris Malone, NJAMWMW Financial Secretary
100 Kennedy Drive, Apt. 311
Sayreville, NJ 08872

This agreement shall be governed by the laws of the State of New Jersey and City of Florham, and any applicable Federal Law.

In agreement to the above-mentioned terms, a representative of the Event and Vendor must sign below.

Vendor: _____

Signature of Vendor or Authorized Representative

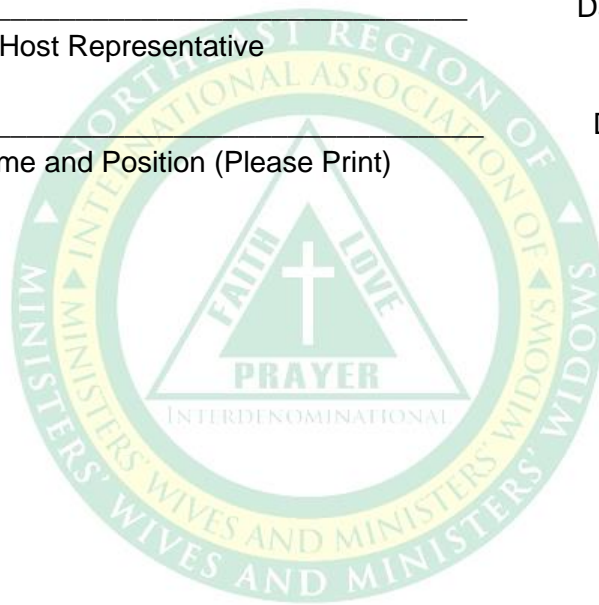
Date _____

Signature of Authorized Host Representative

Date _____

Host Representative Name and Position (Please Print)

Date _____



FOR OFFICE USE ONLY

Date Received _____

Check/Money Order # _____

Vendor Table # _____

Received by _____