

New Jersey Association of Minister's Wives & Minister's Widows, Inc.

Min. Cynthia Tucker, President
Web Site: njamwmw.org
Email: redlincoln49@gmail.com



VENDOR CONTRACT

This Contract is made between the New Jersey Association of Ministers' Wives and Ministers' Widows, Inc. ("NJAMWMW") and _____, ("Vendor").

The Vendor hereby agrees to rent a Table at the New Jersey State Conference of the New Jersey Association of Ministers Wives and Ministers Widows (the "Event") to be held on April 23-25, 2020 located at Hotel ML, 915 Route 73, Mount Laurel Township, New Jersey – 877-494-2626 ("Host Facility").

The following are the terms and conditions of this Contract:

1. Contract – By signing this contract, Vendor agrees to hold harmless the NJAMWMW, its officers and affiliates from any claims, financial or otherwise made by any individual or entity. This contract will be official when fully signed by executed by the Vendor and Designated Contact Person.
2. **Designated Contract Person – The designated contact person on behalf of NJAMWMW is Michelle Harris**
3. Tables – NJAMWMW cannot secure a table(s) selection until your payment has been paid in full and contract signed and submitted to the Designated Contact Person.
 - a. **ONE TABLE (APPROX. 24"W BY 60"L BY 29½"H) IS EQUIVALENT TO ONE SPACE**
 - b. Any extra table, stand alone rack, tent or other additional assemblies of the like is equivalent to a space – **additional fees may apply.**
 - c. NJAMWMW reserves the right to switch table locations if it deems necessary
 - d. NJAMWMW is not responsible for any electrical or internet services needed.
 - e. Vendor must supply his/her own extension cords, power strips, etc.
 - f. Table locations are reserved on a first come, first served basis.

g. NJAMWMW is not responsible for any changes, rules or regulations that are imposed or set by the Host Facility.

h. Vendors are responsible for emptying tables of materials and disposal of their garbage at the close of the Event.

4. Consideration – The Vendor agrees to pay for space for ____ table(s). Consideration for each table is \$100.00. 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.).

5. Payments – Full payment and a signed completed contract is required by no later than April 22, 2019. Payments must be made in the form of money order or bank cashier's check.

NO PERSONAL OR BUSINESS CHECKS WILL BE ACCEPTED.

Money order or cashiers check payable to "NJAMWMW" to mailing address:

Mrs. Ellen Michelle Harris, 105 Hansbury Avenue, Newark, New Jersey 07112.

6. Exhibit Hours – All vendors may arrive no earlier than 5:00pm on Thursday, April 23, 2020. You must check in with the Designated Contact Person upon your arrival and prior to setup. The Designated Contact Person will assign your allotted area at check-in. Dismantling of exhibits shall begin no later than at 4:30 p.m. on Saturday, April 25, 2020. Hours are subject to change according to the policy rules and regulations of the Host Facility.

7. Refund Policy – **The fee is non-refundable.** Refunds will not be given due to "no-show", late arrival, early departure or inclement weather. A Refund will be provided if the Event is cancelled or postponed.

8. No Sublet or Table Sharing – Absolutely no sublet or sharing of tables' space shall be permitted without prior written and advanced consent from NJAMWMW.

9. Assignment – The Vendor is not permitted to assign this Contract to anyone without written consent of NJAMWMW.

10. Reservations – Host Facility reserves the right to determine the eligibility of any product, company and/or service in the Vendor areas. The Vendor is strictly prohibited from having or selling on-site any substance or product considered to be illegal and will result in the immediate expulsion without recompense. The Vendor understands that NJAMWMW is not responsible for such consequences.

11. Loss or Damage – NJAMWMW is not liable for theft, damages or loss of any kind. Although NJAMWMW does not require the Vendor to maintain insurance for such, it is recommended.

12. Indemnification – The Vendor agrees to hold harmless and/or indemnify NJAMWMW for any claims or lawsuits that may arise between the Host Facility, another Vendor and attendees of the Event.

13. Guarantees – NJAMWMW cannot guarantee a definite number of attendees. However, NJAMWMW plans to create a full effort in promoting public relations to generate crowds support the Vendors.

Acceptance of these terms shall constitute a binding Contract.

Signed by:

Representative of Vendor

Title

Date

Representative of NJAMWMW

Title

Date

VENDOR INFORMATION

THIS INFORMATION SHEET MUST ACCOMPANY CONTRACT AND PAYMENT. A SEPARATE COPY HAS BEEN PROVIDED FOR YOUR INFORMATION

Vendor Name: _____

Vendor Contact Name: _____

Address: _____

City: _____ State: _____

Zip Code: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____

Items to be sold: _____

I. Event Date:

1. Set Up/Arrival Time: Thursday, April 25, 2019 @ 5:00 pm; **or**
Friday, April 26, 2019 @ 8:30 a.m.
2. Vendor Stop Time: Saturday, April 26, 2019 @ 4:30 p.m.
3. Vendor Coordinator: Michelle Harris – 973-420-9024 – Cell

4. New Jersey State and IAMWMW are not responsible for any damage or stolen items/property (business or personal).

II. Vendor/Exhibitor Fees – Vendor fees are as follow:

1. **Table rate: \$100.00**
2. **Deadline for Payment: April 22, 2019**
3. **All Vendors/Exhibitors will not be able to set up unless payment in full has been RECEIVED.**

III. Payments and Fees

1. All payments must have a completed application attached. Please select method of payment. **NO BUSINESS/PERSONAL CHECKS ACCEPTED.**

_____ Cashier's Check

_____ Money Order

2. **Please make payments to: NJAMWMW**

3. Mail payment to:

Michelle Harris
105 Hansbury Avenue
Newark, New Jersey 07112
973-420-9024

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