

RUACH BRIDAL AND SPECIAL EVENT SHOWCASE

245 OSWEGO HIGHWAY

SUMTER, SC 29151

Vendor Application

28 January 2024

Company Name: _____

Mailing Address: _____

Contact Person: _____ Number: _____

Email Address: _____

Company Website: _____

Company Facebook: _____

SECTION ONE

DISPLAY OF GOODS AND/OR SERVICES; DESCRIPTION: Vendor agrees to display to the general public the following goods or services: (Please list the category of service you offer i.e., Event Planner, Caterer, Cake Specialist, etc.)

What vendor display option do you want? You are allotted 2 chairs and (1) 6 ft. banquet table for each booth. Food vendors will receive an 8ft table. **Only one vendor per booth is authorized.**

_____ 8x8 Booth only (**Previous Vendor**): \$100.00 + \$25.00 value door prize (Gift has to be a tangible gift. May not be a discount on services.) Display option includes business card size advertisement in brochure (either printed or electronic). **MUST BE PAID BY 1 Mar 2023**

_____ 8x8 Booth only: \$200.00+ \$25.00 value door prize (Gift has to be a tangible gift. May not be a discount on services.) Display option includes business card size advertisement in brochure (either printed or electronic).

_____ Food or Other Non-fee Vendor: Provide food samples for at least 200 guests + \$25.00 value door prizes (Gift has to be a tangible gift. May not be a discount on services.) Display option includes business card size advertisement in brochure (either printed or electronic).

Special Note: The scholarship for food vendors will only be offered to 3 food vendors that have never vended with us before. All other food vendors will have to pay the traditional vending fee of \$200.00 plus \$25.00 value door prize.

How many additional tables will you need _____? There is a \$25.00 fee for each additional table. You may utilize your own props or displays.

Do you need electricity? (There is a \$25.00 fee for electric) ____ Yes ____ No

SECTION TWO.

PAYMENT: Vendor agrees to pay a 100% non-refundable registration fee. This payment must be received no later than Saturday, January 15, 2024. Booth space will be processed on a first come, first served basis. (Vendors with similar products will be limited). Payment must be made in the form of cash, cashier's check, credit card, PayPal(eboyd@luv covenant.org), Cash App(\$LUVUV) or money order payable to Love Covenant Church – Ruach. There is a \$3.20 processing fee for all credit card payments.

SECTION THREE.

Food Vendors: Any vendor serving food or baked items must be licensed and insured. A copy of your insurance declaration page should be presented to the Ruach with your application.

SECTION FOUR. Terms and Conditions

Please initial next to each one of the terms and conditions listed below sign and return this contract in its entirety with your vendor fee.

1. PLEASE NOTE: Your actual booth placement depends on availability & location of a similar currently registered vendor. The date your contract is received by RUACH also plays a key in placement.

2. Booth space is not secured without RUACH's receipt of a completed Exhibitor Contract including signed Terms & Conditions Pages along with 100 % payment (non-refundable). (RETURN ALL PAGES) **Initial here**_____.

3. Exhibitor Packet (detailed show information) will be provided to you on the day of the show. Information will also be posted online at theruach.org. **Initial here**_____.

4. Booth Sharing is PROHIBITED! If you desire to be placed by a friend or specific business, please coordinate that upon completion of your contract. If the contracts can be returned simultaneously you will have a better chance of being placed side by side. Again, other factors go into placement. **Initial here**_____.

5. No products, signs, or printed materials representing businesses not holding a booth in the current show may be displayed or distributed in your booth. Any such materials found in the booth are subject to confiscation until the end of the show. This includes but is not limited to: flowers by..., frames done by..., etc. This also includes publications or any printed materials of companies not exhibiting in the show. **Initial here**_____.

6. It is sometimes necessary to adjust the floorplan without notice. We will contact you at our earliest convenience. **Initial here**_____.

7. It is sometimes necessary to adjust booth spaces and they may be moved without notice. We will contact you at our earliest convenience. If, for example, in transition you are moved from a corner booth, we will do our best to reposition you in a corner booth. **Initial here**_____.

8. Your company name will be listed as you have stated in the "Company Name" field on the Exhibitor Contract unless RUACH is otherwise notified. **Initial here**_____.

9. When staffing your booth for the show, all participants are responsible for following show Rules & Guidelines.

10. **DON'T LET AN EMPTY BOOTH BECOME A MISSED OPPORTUNITY-** Please have continuous staff on hand throughout the entirety of the show. You are only allowed to have two unpaid guest per table so if you have additional staffing that need to come in and assist, they will need to purchase a ticket prior to the event or at the door on the day of the event.

11. **Show Set-Up / Load In Hours:** On Saturday, January 27, 2024, from 1 p.m. - 6 p.m. Vendors will not be permitted to enter the facility after 6 p.m. on Saturday, January 27th. If you choose not to setup on Saturday you may come in on Sunday, January 28, 2024, at 12:00 p.m. **Initial here**_____.

Vendor (Signature) _____ (Date) _____

Ruach Staff (Signature) _____ (Date) _____

Office use only: Payment type: _____ Amount: _____

Date Payment Received _____ Vendor Notification letter sent. _____