



Macedonia New Life Church

## **Gateway to Jesus: Share Your Faith Block Party**

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# **VENDOR PACKET**

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**Application Enclosed Deadline: Monday, September 30, 2019**

**Note (\*):** Deadline will end as soon as all vendor spaces are under contract

## **Saturday, October 26, 2019**

### **Gateway to Jesus Location**

Macedonia New Life Church

2004 Rock Quarry Road, Raleigh, North Carolina 27610

10:00 a.m. - 3:00 p.m.

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## Vendor Application and Lease

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Dear Business Leader:

The Gateway to Jesus: Share Your Faith Block Party Ministry Management Team is excited about the Share Your Faith Block Party being held on Saturday, October 26, 2019. The Event will be held at Macedonia New Life Church. The Gateway to Jesus: Share Your Faith Block Party is an event that is purposed to be a catalyst in the unification of the body of Christ in Southeast Raleigh and the greater Raleigh area. Our prayer is that souls will be saved and delivered. You will not want to miss this event! We will be joined by our Southeast Raleigh partner ministries for this auspicious occasion.

This is a letter of invitation to distinguished businesses like yours, describing how you can participate as a vendor at this event. We are providing limited opportunities that will give prominent exposure of your products and services to an anticipated 1000 or more consumers.

If you would like an inexpensive, yet effective means of getting into the minds and homes of abundant clients, this is an excellent opportunity.

By becoming a vendor you are not only supporting greater educational opportunities, empowerment, and development for public, but you are also building recognition among the faith based community and the nonprofit sector. Your participation will help you in reaching a large specialized audience of key leaders from prominent universities, institutions, organizations, and ministries in the surrounding communities.

Attached you will find the Gateway to Jesus Exhibit & Lease Information as well as the necessary vendor application materials. If you are interested in this opportunity, please be mindful that space is limited and the **due date** for the vendor packet is **Monday, September 30, 2019**. Vendor packets received after the due date will be subject to an additional late fee. If you have questions, you may contact us via email at [mrogers@macedonianewlife.org](mailto:mrogers@macedonianewlife.org) or Mary Rogers at (919) 832-2784 x 21.

Additionally, if you are not the individual in your organization to make decisions regarding this opportunity, we ask that you please forward this to the appropriate person. Once again, thank you for reviewing this information and considering our invitation. We look forward to a positive response and a profitable partnership.

Sincerely,

**Mary A. Rogers**

Gateway to Jesus: Share Your Faith Block Party Ministry Management Team

Macedonia New Life Church, 2004 Rock Quarry Road, Raleigh, North Carolina 27610

Phone: (919) 832-2784

Reverend Dr. Joe L. Stevenson, DMin – Senior Pastor

[www.macedonianewlife.org](http://www.macedonianewlife.org)

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# Exhibit Space Contract

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## Gateway to Jesus: Share Your Faith Block Party

### Vendor Application and Lease

Saturday, October 26, 2019

Macedonia New Life Church

2004 Rock Quarry Road, Raleigh, NC 27610

### PRE-REGISTRATION EXHIBIT SPACE CONTRACT

We, the undersigned, do hereby submit this vendor application and lease for vendor space rental as indicated below for our use at the Gateway to Jesus: Share Your Faith Block Party to be held at Macedonia New Life Church, Raleigh, North Carolina on October 26, 2019. This vendor application and lease submitted to the Gateway to Jesus Ministry Management Team along with full payment of charges constitute a contract for the right to use the space assigned by the Gateway to Jesus Ministry Management Team.

Our signature indicates that we have read and agree to comply with the space lease terms and vendor rules and regulations. We understand that contracts are accepted on a first-come, first-serve basis. Vendor space is limited. Location will be assigned by the Gateway to Jesus Ministry Management Team. Our signature indicates that we accept the vendor rules and regulations as listed in this Exhibit Space Contract.

**FULL PAYMENT IS DUE BY MONDAY, September 30, 2019 AND MUST BE RECEIVED WITH SIGNED CONTRACT.**

**A \$25.00 LATE FEE WILL BE APPLIED FOR APPLICATIONS RECEIVED AFTER THE DEADLINE.**

- Vendor Space Rental Rate:** **\$ 35.00**
- Vendor Space Dimensions:** **8 feet x 8 feet**
- Each Additional 8-foot Vendor Space** **\$ 10.00 (maximum of 3 per vendor)**

Vendors must provide their own tents, tables, chairs, signage, etc.

Enter # of 8x8 Vendor Spaces \_\_\_\_\_ X \$35.00 = \_\_\_\_\_

Enter # of Additional 8x8 Vendor Spaces \_\_\_\_\_ X \$10.00 = \_\_\_\_\_

**Total Amount:** \_\_\_\_\_

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# Exhibit Space Contract

## Gateway to Jesus: Share Your Faith Block Party Vendor Application and Lease

**EXHIBIT HOURS: Saturday, October 26, 2019 – 10:00 AM – 3:00 PM**

**SET UP BEGINS AT 8:00 AM**

**Please Print!**

Product/Service your Company provides:

\_\_\_\_\_

Company Name:

\_\_\_\_\_

Address (Include P. O. Box):

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Title: \_\_\_\_\_

Vendor Badge Name: \_\_\_\_\_

Vendor Badge Name: \_\_\_\_\_

Email: \_\_\_\_\_

Payment Information:  CASH  CHECK  MONEY ORDER ▪

Make Payable to: **Macedonia New Life Church**

Mail Payments to: **Macedonia New Life Church, 2004 Rock Quarry Road, Raleigh, NC 27610**

**DO NOT WRITE IN THIS BOX**

Contract accepted by the *Gateway to Jesus Ministry Management Team*:

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Amount Received: \_\_\_\_\_

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**DEFAULT OCCUPANCY** – Any vendor failing to occupy space contracted for in a timely manner is not relieved of the obligation of paying the full rental price for such space, and the Gateway to Jesus Ministry Management Team has the right to use such space as it sees fit to eliminate blank space, if such vendor space is not occupied by the vendor 1 hour prior to the start of exhibit hours.

**REFUSAL** - The Gateway to Jesus Ministry Management Team shall have sole control to refuse any vendor not deemed suitable for the Gateway to Jesus Share Your Faith Block Party.

**NUMBER OF COMPANIES OCCUPYING BOOTH** – The Gateway to Jesus Ministry Management Team prohibits the use of a single booth for the display of multiple companies regardless of company ownership.

**NOISE** - Public address, sound producing, or amplifying devices which project sound beyond the vendor's booth are not allowed.

**POSITIONING OF EQUIPMENT WITH RELATION TO AISLE** –Vendors must agree to display their exhibits so as not to obstruct the general view or to hide other vendors.

**INSTALLATION AND DISMANTLING** – The vendor space will be available for installation by the vendors at a date and time to be made known in advance. Vendors cannot be dismantled before the conclusion of the conference. It is the duty and responsibility of each vendor to have his/her exhibit completely installed in his/her area before the opening of the conference and to dismantle and remove his/her exhibit after the close of the conference by the deadline set by the Gateway to Jesus Ministry Management Team.

**RISK OF LOSS** – The Gateway to Jesus Ministry Management Team, their respective officers, employees, and affiliates, and the Macedonia New Life Church, separately or collectively cannot accept responsibility for any damage to or for the loss or destruction of an exhibit, or for the property of an vendor, his/her agents, either from fire, theft or accidents or other causes, or injury, to any person resulting from any cause, all claims for any such loss damage or injury, being expressly waived by the vendor.

**LIABILITY AND INSURANCE** – Neither the Gateway to Jesus Ministry Management Team, nor any of the officers, employees, agents, or representatives of the Macedonia New Life Church will be responsible for any injury, loss or damage that may occur to the vendor or to the vendor's employees or property, prior, during or subsequent to the period covered by the exhibit. The vendor expressly releases the foregoing persons and entities from, and agrees to indemnify the same against any and all claims for such loss, damage or injury arising from the negligent or willful acts or omission of the vendor and its employees, agents, contractors, and invitees.

**FIRE, SAFETY AND HEALTH** – The vendor assumes all responsibility from compliance with local, city, and state ordinances and regulations covering fire, safety and health. All exhibit equipment and materials will be reasonably located with the booth and protected by safety guards and devices where necessary. Only fireproof materials should be used in displays and the necessary fire precautions will be taken by the vendor.

**SAFETY GUARDS AND PROTECTION** – Conference guests must be properly protected from injury. Any piece of machinery on display that has movable parts must have adequate safeguards to protect the public from injury throughout the trade show period.

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**REGISTRATION OF VISITORS** – The Gateway to Jesus Ministry Management Team shall have sole control over admission policies at all times. The Gateway to Jesus Ministry Management Team may exclude any person not wearing the appropriate badge.

**SPACE RESTRICTIONS** – Exhibits must be confined to the exact space allocated. Circulars, publication, advertising matter and all promotional giveaways may be distributed within space only. Signs, rails, etc. will not be permitted to intrude into other vendor spaces.

**AMENDMENT TO RULES** – Any and all matters or questions not specifically covered by the preceding Rules and Regulations shall be subject to the decision of the Gateway to Jesus Management Team. These Rules and Regulations may be amended without prior notice at any time by the Gateway to Jesus Management Team. All amendments so made shall be binding on the vendors equally with the foregoing Rules and Regulations.

**CANCELLATIONS OR TRANSFERS** – All requests for cancellations or transfers must be made in writing and emailed to [mgrogers@macedonianewlife.org](mailto:mgrogers@macedonianewlife.org). Refund requests postmarked on or before Monday, September 30, 2019 will receive a 50 percent refund. **No refunds will be granted after September 30, 2019.** Vendors may be transferred via written request on company letterhead with the signature of the original registrant on or prior to October 15, 2018.

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