

# Women in Ministry & Business Alliance



Women In Ministry & Business Alliance  
A Division of Women Of Valor Ministry

## Conference Vendor & Exhibitor Application

November 10-12, 2011

### Vendor Application Deadline – August 31, 2011

Soaring for the Kingdom Conference is an opportunity for Christian women ministers, ministry leaders and business owners that serve women to come together under one roof to network, to sale, and to partner. We are excited about this conference because you will find Christian Women businesses and ministry leaders showcasing their products and services. This event will provide information and resources that will stimulate and empower women to soar.

The Women in Ministry and Business Alliance (WIMBA) is offering a limited number of vendors an opportunity to display and/or sell approved items during its 2011 *Soaring for the Kingdom: Leading With Impact Conference*. Table space is limited at our conference facility; therefore, reservations will be honored on a first come basis. We will do our best to meet your needs and thank you in advance for your cooperation.

***In order to be considered for vending space, please adhere to the following guidelines:***

1. Applications must be received by **Wednesday, August 31, 2011**. Applications must include: a completed and signed application and full payment for the vendor table. Payment should be addressed to: WIMBA, P. O. Box 401, Hazel Crest, IL 60429. Credit card payments may be made at: [http://www.womenofvalorministry.org/event\\_registration0.aspx](http://www.womenofvalorministry.org/event_registration0.aspx) and clicking on Conference Registration from the drop down list and then click on Show Items and add to your cart. WIMBA will send you an e-mail notification verifying receipt of payment in addition to any notification issued by PayPal.
2. No refunds will be made once an application is accepted, for any reason! Rejected applications will receive a full refund.
3. Each participating vendor will be listed in the conference program book.
4. All vendors will be selected in part in consideration of the goods and/or services they provide that is consistent with or complimentary to the nature of the event. Vendors who promote items of a sexual nature will NOT be selected.
5. Vendors will be responsible for the cleanup of their designated area, including ground debris. The Event Committee will inspect area before departure at the close of the event.

## Women in Ministry & Business Alliance

Vendors shall be solely responsible for any damage, regardless of intent, to the event facility.

6. Vendor set-up will begin at 8:00 a.m. on Friday morning. Any additional items needed for the display area are the sole responsibility of the vendor. All fees are irrespective of time period in which the vendor commences with displaying her items.
7. Additional set-up information and times will be mailed to the vendor prior to the event. The vendor is responsible for all set-ups.
8. WIMBA will determine vendor spacing and designated table assignments. The breakdown and cleanup of the vendor display area will begin promptly at 2:00 p.m. on Saturday and must be concluded by 2:30 p.m.

### Vendor hours during the Conference:

**Friday - 8:00 am - 10:00 pm**

**Saturday - 8:00 am - 2:00 pm**

**Note:** The vendor room will be closed during workshop and service times.

The fee includes access to a six foot table for the entire conference and two chairs and table covering. The conference vendor fee is:

- \$50.00 per table (non-members)  \$30.00 per table (WIMBA members)  
 \$25.00 Friday or Saturday Only  
 Personal Check (enclosed)  Money Order (enclosed)

Checks should be made payable and mailed to: WIMBA • P. O. Box 401 • Hazel Crest, IL 60429  
Phone: 773-675-2048 • Fax: 201-645-8840 • Email: [www.wimba.recruitment@yahoo.com](mailto:www.wimba.recruitment@yahoo.com).

Credit Card Payment online at: [www.womenofvalorministry.org/event\\_registration0.aspx](http://www.womenofvalorministry.org/event_registration0.aspx) or fax your Credit Card information to Joyce Calvin, 1-201-645-8840. You will receive confirmation of your payment via email.

Signature for credit card \_\_\_\_\_

**For additional information contact: Mischelle Pittman-Henry (219) 230-6244**

**Vendor Application Deadline is: August 31, 2011.** Be sure to print your confirmation page as you may be required to show this page at Registration)

# Women in Ministry & Business Alliance

**Complete this Conference Vendor Application and mail, fax or email with payment.**

Vendor's Name \_\_\_\_\_ Contact Person: \_\_\_\_\_

Telephone (REQUIRED): \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address (City, State, & Zip): \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Please provide a brief description of your business/products or services in one sentence: \_\_\_\_\_

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## Merchandise Description

Please indicate the kind of merchandise or services you will offer to conference participants by checking the appropriate box/es below.

Health and Beauty                       Apparel and Accessories                       Other \_\_\_\_\_  
 Literature and Publications                       Music and Worship

**I plan to vend for:**    Entire conference    Fri. & Sat.    Friday only    Saturday only

## Application Release and Acknowledgment

I hereby make an application for a vendor space at the 2011 *Soaring for the Kingdom Conference*. I agree to abide by all the rules, regulations, limitations, insurance requirements, if any, and other conditions set forth by the WIMBA governing the event.

The individual or company making this application, its representatives and/or employees, release and forever discharge the Women in Ministry and Business Alliance, its agents, and/or representatives from any responsibility, personal liability, loss, or claims made by me or against me, or against me by others through my actions at the event.

Authorized Individual (Signature): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Payment received on: \_\_\_\_\_

By: \_\_\_\_\_

Vendor table number: \_\_\_\_\_

Additional items needed: \_\_\_\_\_