

2017 Mind Body and Spirit, Health & Resource Fair

Presented by

The Health Ministry and Women's Christian Fellowship of Fellowship Chapel, Rev. Dr. Wendell Anthony, Pastor,
and Lambda Chi Chapter of Chi Eta Phi Sorority Inc.



VENDOR APPLICATION

SATURDAY, OCTOBER 7, 2017 / 10:00 AM – 3:00 PM

PLEASE PRINT LEGIBLY

Business Name: _____

Name: _____

Address: _____

City: _____ State/Zip: _____ Phone: _____

Email: _____ Website: _____

VENDOR TABLE RATES: (1) table and (2) chairs. Responsible for own linen. Must fit within allocated space.

Product/Service: \$65 X _____ Electricity: \$10 X _____

Non-Profit (status proven): \$20 X _____ **Total:** \$ _____

DESCRIPTION OF PRODUCT(S), SERVICE(S), OR CAUSE. Only one business or organization per table.

PAYMENT. Please return total payment with your completed application by **August 1, 2017**. The fee will be returned only if application is denied. Payment may be made via cash, check, credit card, or PayPal.

- Cash. All cash payments must be made in person.
- Check/MO #: _____. Make check payable to Fellowship Chapel. *In the event of a non-sufficient fund transaction, the vendor will be responsible for the vendor fee and the NSF charge of \$35.00 in cash.*
- Credit. If you would like to pay by credit card, call (313) 347-2820.
- PayPal. Go to www.fellowshipchapel.org. Select **Donate**. Include the following in the "**Special Instructions**" section: Your name, business name, email, phone number, website, and address, if different than billing address in PayPal.

COMMITTEE USE ONLY:

Date Received: _____ Received By: _____ Receipt Mailed: _____

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TERMS AND CONDITIONS

Please read the following terms and conditions. Your application submission and payment serves as your acceptance.

- ❖ Vendors may register and set up at 9:00 AM. Must be complete by 9:45 AM. If vendor arrives after the event has started, they may NOT be allowed to setup and will forfeit all table fees.
- ❖ Upon arrival, vendors may unload at the curb. Please use the South Entrance.
- ❖ Being mindful of other vendors, move all vehicles to the South-East parking lot immediately following unloading.
- ❖ All vendors will receive one table and two chairs, unless multiple spaces were purchased. All materials must fit in the space allocated.
- ❖ Only ONE business is allowed per table. Vendor may not sell products or services that were not previously approved.
- ❖ Vendors will be responsible for their own table covering, their own sales transactions, personal items, and cleanup of their assigned space.
- ❖ All vendors are expected to remain until the end of the health fair. If a vendor departs before the event is over, without prior communication, the vendor may not be allowed to participate in future events.
- ❖ Vendor fees are non-refundable and non-transferable unless application is not approved or event is cancelled by the organizer.
- ❖ Vendors will be photographed during the event. All photos will be used for advertising and promotional purposes.
- ❖ Table assignments will be communicated on the day of the event.
- ❖ Vendors are not allowed to change/trade assigned locations with other vendors.
- ❖ NO products may be hung from the walls. Vendors must bring their own hanging/display structure.
- ❖ Non-profits may not sell anything at their table, if approved for the reduced table fee.
- ❖ Children under the age of 16 must be accompanied by an adult.

Doors opened to the public at 10:00 AM. All vendors must be prepared to leave the building at 4:00 p.m.