



# Alfred Street Baptist Church

## 2017 Women's Conference



Removing the Mask: Continuing the Journey  
 2 Corinthians 3:16-18  
 September 29 - October 1, 2017

### APPLICATION FOR VENDOR RESERVATIONS

Hilton Alexandria Mark Center  
 5000 Seminary Road, Alexandria, VA 22311

**APPLICATION DEADLINE: JULY 1, 2017**

*Complete the form, sign, and mail both pages, along with your payment, to the address indicated below.*

Name/Organization: \_\_\_\_\_ Website: \_\_\_\_\_

Merchandise/Service Offered: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

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

Number of Tables: \_\_\_\_\_ Amount Enclosed: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TABLE RATES: \$300.00/table**  
**All applications must be received and paid in full by July 1, 2017**

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Once maximum reservations have been reached, Alfred Street Baptist Church reserves the right to refuse additional applications. If this occurs, you will be notified and a full

Please make all checks and money orders payable to "Alfred Street Baptist Church" and mail both pages of the application and payment to:

Alfred Street Baptist Church  
 Attention: 2017 Women's Conference Exhibitors  
 301 South Alfred Street, Alexandria, VA 22314  
 ~Please carefully review, sign, and include the next page before mailing~

**For Office Use Only**

Date Received: \_\_\_\_\_ Amount Received \$: \_\_\_\_\_ Refund \$: \_\_\_\_\_

Received by: \_\_\_\_\_ Table Assignment(s): \_\_\_\_\_

**Alfred Street Baptist Church**  
**2017 Women's Conference**  
September 29 - October 1, 2017

**ACKNOWLEDGMENT OF CONCESSIONS COMMISSION GOVERNING RULES AND REGULATIONS**

**PAYMENT AND TERMS OF USE**

Payment must be made by the due date indicated by certified check, traveler's check, or money order. All individuals and organizations advertising or selling their products or services in the exhibit space MUST have a table. No exhibitor shall assign, sublet or share the whole or part of their allocated space. Products or services of organizations without a table may not be displayed or advertised in any exhibit area or elsewhere in the hotel. There is absolutely NO space for exhibitors outside the official exhibit area. No roving entertainment or advertisement will be allowed. Posting and/or distribution of literature samples or souvenirs is permitted from the contracted space only! No Food or Drinks can be sold in the exhibit space. No animals will be permitted in the exhibit space. The exhibitor agrees for themselves and their booth workers to use contracted space for lawful purposes only and to conform to all laws, ordinances and regulations. **There are no exceptions to these policies.** Be advised that exhibitors are liable for collection and payment of sales taxes and may be contacted by the respective State Department of Finance, Revenue, Sales and Use Tax.

**AMENITIES**

Booths come with one six (6) foot draped table, two chairs, a one-line identification sign and wastebasket.

**CONFLICTS OF INTEREST**

Alfred Street Baptist Church reserves the right to cancel any contract if there is a conflict with the principles of Alfred Street Baptist Church. The Conference Committee will admit exhibitors on the basis of space availability.

**USE OF THE ALFRED STREET BAPTIST CHURCH LOGO, TRADEMARKS, TAGLINES AND/OR RECORDINGS OF CONFERENCE EVENTS**

Recordings in any medium of the Women's Conference programs and activities, past and present, are not to be sold without the written authorization of the Women's Ministry President or Vice President. The use of the Alfred Street Baptist Church or invited speakers name, logo, or session theme on items for sale is prohibited without the written authorization of the Women's Ministry President or Vice President. Terms for the use of the Conference's identity/marks and copyrighted/trademarked/registered property will be strictly enforced.

**IMPORTANT: EXHIBITORS WITH SOUND**

All exhibitors are subject to sound level standards that will be set by the Conference host or hotel management. If your sound levels exceed that which is considered reasonable, you will be given a warning and asked to lower the volume on the first request. If a second request becomes necessary, you will be fined \$50.00, payable on demand. If a third request becomes necessary, you will be asked to leave the exhibit space and prohibited from exhibiting at future sessions of the Alfred Street Baptist Church Women's Conference. No refunds will be provided.

**LIMITS OF LIABILITY**

Alfred Street Baptist Church, its agents and employees are not liable for damages to or for theft/loss or destruction of the exhibitor's property or injuries to the exhibitor, their representatives, agents or employees. All claims for any such theft/loss, damage, destruction or injury are expressly waived by the exhibitor. The Alfred Street Baptist Church will also be exempted from or indemnified for any claims or injury to any of the exhibitor's representatives, agents or employees. The Alfred Street Baptist Church, its agents and employees will not be liable for failure to hold the exposition as scheduled. Payments for exhibit space will be returned in that event, except for reason of fire, or any act of God or the public enemy, or strike, or epidemic, or any law or regulation of public authority, or any cause beyond the control of the Alfred Street Baptist Church which makes it impossible or impractical to hold the Exposition.

**FOR QUESTIONS CONCERNING THE APPLICATION OR THE RULES AND REGULATIONS CONTACT:**

Sister Rosette Graham ([rosette.graham@alfredstreet.org](mailto:rosette.graham@alfredstreet.org)), Conference Program Manager and Vice President, Women's Ministry at 703-683-2222 or Reverend E. Montrez Nicholson ([revmontrez@gmail.com](mailto:revmontrez@gmail.com)), President, Women's Ministry at 571-571-3129.

**ACKNOWLEDGEMENT OF THE RULES AND REGULATIONS**

Your signature on this form indicates your intent to abide by these rules and regulations. Persons violating these policies will be asked to leave the premises and will not be given a refund or credit toward any future Alfred Street Baptist Church events.

**Please sign this acknowledgement and send to us with your application and payment.**

**Company Name:** \_\_\_\_\_ **Position/Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_