

The Church of God by Faith, Inc. "Affiliated Vendor" Policy and Application

No person, church, company or other entity may sell any merchandise at any National Church of God by Faith, Inc., (Church) convention or event without the expressed, written authorization of the Church. Entities that are approved must strictly adhere to the set-up locations and operating guidelines as determined by the national logistics manager.

All fees and/or levies of any sort must be prepaid in advance and in a timely manner. All vendors must affix appropriate signage to clearly identify their organization to the public. Failure to do so could immediately terminate this agreement without reimbursement of fees. Any claim of accident or damages of any sort whether physical or financial is the sole responsibility of the vendor and not the Church. No food of any type shall be sold or distributed in any way at any national Church of God by Faith, Inc. convention or event. All vendors must complete the attached form and await approval before proceeding.

Permission requests should be submitted in writing to:

The Church of God by Faith, Inc.
2409 Old Middleburg RD N.
Jacksonville, FL 32210
Office: (904) 779-5469 - Fax: (904) 779-5399
info@cogbf.org or cogbflogistics@gmail.com

Each permission request should include the following information:

This form is an APPLICATION for Space during the National Assemblies of the COGBF, Inc. This form is subject to approval and in no way implies the GUARANTEE of Space.**

Name (Company/Group/Individual) _____

Name of Applicant _____

Telephone (_____) _____ Email _____

Physical Address _____

Mailing Address _____

Type of exhibit (Check One)

Historical exhibit: (Space used for the purpose of advertisement, promotions or education)

Commercial Space: (Space used for the purpose of selling merchandise or services)

Other: (Brief Description) _____

Space Requested: Space comes in increments of 10 x10 feet. Please include in your request enough space for displays, samples, etc. It is the responsibility of each vendor to adequately reserve space for their respective needs.

_____ Feet of Space Required

Each 10 feet of space will be equipped with a 110 volt, grounded electrical outlet to support three outputs. Any other electrical needs should be requested prior to booking and is subject to additional charges.

_____ Electrical Outlets and Voltage Needed

References: Other Conventions/Organizations/Persons you have done business with. List at least two.

Description of Display (Pictures are preferred) cogbflogistics@gmail.com

Items to be sold

Will you need Hotel Accommodations? Yes No

Church of God by Faith Affiliated Vendor Fee Schedule

15% of Gross Daily Sales against footage whichever is greater. These sales will be tabulated each day and turned in to the COGBF, Inc. Payment for sales will be remitted the following day and on the last day of sales, sales will be collected the same day.

INSURANCE REQUIREMENTS

The Church of God by Faith, Inc. requires an Insurance Certificate which can be coordinated with the logistics manager. The Church of God by Faith, Inc. must be named as the additional insured. The Certificate of Insurance must be submitted to the National Office with the signed contract.

All vendors **MUST** read and accept the attached Vendor & Copyright Policies to be considered for approval.

I certify that I am the sole vendor requesting this space and that no surrogate is acting on my behalf.

Signature

Organization

Date

Allow at least two weeks for a decision.