

The Church of God by Faith, Inc. "Independent 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 of any sort must be prepaid in advance at least two weeks prior to the event. All vendors must affix appropriate signage to clearly identify their organization to the public. Each vendor is required to inform patrons of their products, business name and location. It is not the responsibility of the Church. Vendors are required to exhibit professional, courteous and respectful behavior to patrons, hotel employees, and Church staff and volunteers. Failure to do so will constitute grounds for immediate removal as a vendor and termination of 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 convention or event. Vendor hours of operation will be set by the National Logistics Director. All vendors must complete the attached form and await approval before proceeding.

Permission requests should be submitted in writing to:

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 National Conventions of 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)

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

Other: (Brief Description) _____

Space Requested: Fee covers a 10' x 10' space and ONE 6ft table and two chairs. This is the maximum amount of tables allowed for each vendor (NO OTHER TABLES CAN BE ADDED). Any space, or tables needed in addition to the allotted space, will require an additional vendor fee. It is the responsibility of each vendor to adequately reserve space for their respective needs. Any electrical needs should be requested prior to booking and is subject to additional charges.

_____ Number of 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) send cogbflogistics@gmail.com

Items to be sold

Independent Vendor Flat Fee Structure - Per 10-ft Space

- \$350.00

INSURANCE REQUIREMENTS

The Church of God by Faith, Inc. requires an Insurance Certificate with combined liability limits of at least \$1,000,000 dollars. 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.