



For Office Use Only

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“2009 The Year of Manifestation”

**God's Word of Encouragement Ministries
Second Annual Christian Book & Product Expo**

Saturday, May 16th, 2009

12:00 noon-5pm – Doors open at 11:45am

JFK Center

429 J.F.K. Way Willingboro NJ 08046

Vendor Pavilion Exhibit Space Reservation Agreement

Account Executive: _____

Phone: _____

BUSINESS OR ORGANIZATION

NAME OF PURCHASER

EMAIL

PHONE

**SPACE IS LIMITED! EXHIBIT TABLE/SPACE COST IS \$150 PRIOR TO
February 28th, 2009
\$200 thereafter.**

Exhibitor Amenities include:

- One 8-ft draped table (shared if you reserve 1/2 table)
- Three chairs and Three name badges for a full table,
- Two chairs and Two name badges for 1/2 table
- Listing on web and official program documentation

--Table prep: candy dish, giveaway basket

-- *Authors manage sales and keep 100% of book profits*

Extra name tags charge is \$5 cost for each. For your safety we allow 3 people to a full table and two people to a half table.

COMPANY NAME FOR EXHIBIT IDENTIFICATION SIGN (PLEASE PRINT CLEARLY)

Revised Copyright 11/2008

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Name Tags will have your First and Last name unless otherwise stated: (PLEASE WRITE CLEARLY)

(1st) Tag _____

(2nd) Tag _____

(3rd) Tag _____

Terms and Conditions of Exhibition

GWOE Ministries presents a professional atmosphere and event that focuses on products, services and events appropriate to consumers in a family environment. GWOE Ministries reserve the right to determine the eligibility of any company, product or service, and the right to prohibit any exhibition or product which, in the opinion of GWOE Ministries, detracts from the character of the exhibition or any violation of the terms and conditions of exhibition. All materials distributed must be done so from within your assigned table space.

1. **A cashier's check or money order must accompany all reservations for exhibit space.** All payments must be made in advance (without exception) with this signed agreement. **We encourage you to pay online through Pay Pal.** Payments should be made payable to *God's Word of Encouragement Ministries* and be mailed with a copy of this agreement to:

**GWOE Ministries
PO Box 1544
Blackwood NJ, 08012**

2. **GWOE Ministries will make all space assignments. VENDORS MAY NOT REQUEST SPECIFIC TABLE LOCATIONS AND NO CORNER EXHIBIT**

SPACES WILL BE AVAILABLE. All exhibitor space must be maintained within the allotted exhibitor space. No exhibitor may distribute materials or solicit business from an area other than their designated exhibit space which will be allotted on a first-come, first-serve basis as received by GWOE Ministries. GWOE Ministries **reserves the right, in its sole discretion, to make adjustments to the placement of exhibitor spaces.**

3. Describe Product/Service to be exhibited/sold: _____



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4. **Exhibitors are not permitted to sell food or drinks of any kind. (For example, soft drinks, fruit drinks, ice tea, water, pretzels, popcorn, candy etc.)**
 5. Exhibitors are not permitted to display illicit merchandise, including sexual, drug related or profane materials, as determined by GWOE Ministries. No exhibitor may interfere with other exhibits by way of objectionable sounds, noise, odor or obstructive activities. **Exhibitors are not permitted to sell unlicensed materials. The sale of audiotapes, videotapes, compact discs, etc. is prohibited.**
 6. Exhibitors are expected to keep their exhibit space clean and attractive at all times and to do nothing which would present an unsightly appearance to an adjoining exhibitor. GWOE Ministries will provide trash receptacles throughout the exhibition area, but exhibitors are responsible for properly discarding their own trash.
 7. **All exhibits must be assembled and ready for display by 10:00am, one hour and 45mins prior to the doors opening. (NO EXCEPTIONS!) Failure to open and operate your exhibit at the hours scheduled will forfeit your right to your exhibit space.**
 8. **Prayer begins promptly at 10:30am. Everyone is encouraged to participate.**

No refunds will be given. Move-in is scheduled from 8:00 am to 10:00am on May 16th, 2009. Exhibitors must check in between 8:00am and 9:30am! Exhibitor parking is located at the NORTHWEST parking area of the "We Have Overcome" Building. Exhibitor check-in is at the NORTHWEST door. Please be prompt. In order to provide a safe environment for the attendees of the Second Christian Book & Products Expo, GWOE Ministries requests that all exhibitors wait until the end of the event (approximately 5pm) to break down exhibits or move merchandise out of the venue.
 9. **Limitation of Liability:** Exhibitor agrees to indemnify and hold harmless **GWOE Ministries** from all liability that might follow from any cause including accident or injury to invitees, guests, exhibitors, their agents or employees, including loss or damage to personal property.
 10. No refund shall be made to any exhibitor who fails to occupy its assigned exhibit space/table by the time and date of the show opening. Further, GWOE Ministries reserves the right to utilize such unoccupied space in any matter it deems appropriate.
 11. All payments and agreements must be received by **March 28th, 2009**. Due to its scheduling and assignment obligations, all agreements are firm and payments are non-



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12. refundable. **The full fee must accompany this application to be accepted and registered.**

I, the undersigned, request exhibitor/table space and agree to abide by the contract and established rules and regulations that are part of this contract outlined by GWOE Ministries. **Due to the difficulty in forecasting consumer-buying habits, GWOE Ministries assumes no responsibility regarding profits and/or revenues generated at this event.**

Name: _____

Date: _____

Signature: _____