

VENDORS/EXHIBITORS FORMS

Guidelines: Only educational materials will be allowed for sale during the convention. Book, videos and tapes of children and adult instructional materials are acceptable. Music and preaching videos, compact discs, tapes, gift items, clothing and accessories are not acceptable items for sale.

VENDING HOURS: **9:00am to 7:00pm on Friday**
 9:00am to 1:45pm on Saturday

COST: **\$85.00 per table up to 2 tables and \$25.00 for each**
 Additional table
 With a maximum of 4 tables if space allows

PLEASE DIRECT ALL INQUIRES, AND CORRESPONDENCE TO:

Elder Phillip A. Reaves
23 Imrie Street, Randolph, Mass. 02368-1523
Home, Fax, and Church, 781-963-7384

Make checks payable to *ICEA Region II*

VENDOR INFORMATION

(Please Print)

VENDOR: _____

ADDRESS: _____

TELEPHONE NUMBER (_____) _____

FAX: (_____) _____

CONTACT PERSON: _____

NUMBER OF STAFF AT BOOTH: _____

NUMBER OF TABLE NEEDED: _____

ITEMS THAT WILL BE EXHIBITED: _____

SPECIAL SET-UP NEEDS: _____

EXHIBITOR'S FORM

All vendors that wish to exhibit at the Region II Christian Education Convention must complete this form and submit it with appropriate fee preferably 4 weeks in advance of the convention by mail to the exhibition coordinator. Since space at this very well attended convention is limited and tables are assigned on a "first come first served" basis, The earlier the reservation is received the better the chance of being assigned a space. Tables can be assigned on sight the day of the convention, before it begins, if space is available, but this cannot be guaranteed.

Fee Schedule

The Tables fees are \$85.00 per vendor for up to 2 tables and a registration packet. Each table above the standard 2 tables will be assigned at the rate of \$25.00 per table if space is available.

Exhibition Hours and set Up Times

Exhibition hours are Friday from 9:00am to 7:pm and after service on Friday (at the discretion of the exhibitor), Saturday from 9:00am to 1: 45pm (**We do ask that you close during any scheduled Open Session on our program**). Set up time for vendor is from 8:00am until 9:00am on the first day of the convention. It is in the best interest of the exhibitor to be completely set up before 9:00am start of the convention to take advantage of the delegate traffic that will be present before the start of morning session.

The hotel usually supplies the table coverings and skirts for the tables. However, this cannot be always guaranteed. Extensions cords, power strips etc. will be the responsibility of the exhibitor.

Region II Christian Education Philosophy on Exhibition

The Region II Christian Education association Convention is focused on meeting the needs of educators and their students. Items per table will be limited to educational materials only. The sale of gifts, clothing, tapes, videos, CD's of music or preaching are not acceptable as sale items a this convention. However tape and or videos designed specifically as teaching aids or instruction for teachers and/or students are permitted and encouraged.

I have read the above agreement and agree to the above conditions and stipulations.

Signature: _____