



Dear Prospective Exhibitor/Sponsor:

The United New York Diocese (UNYD), under the direction of Apostle Vincent L. Greaves Sr., Episcopal Diocesan, invites you to exhibit your products and services, and/or sponsor professional or social events at our United New York Diocese State Meeting This annual conference begins on Wednesday, September 1 – 3 2021.

Become a United New York Diocese exhibitor/sponsor today and reap measurable benefits for your company.

Display your products or provide your services to delegates in the United New York Diocese Marketplace; Expand your clientele and network opportunities through direct outreach, promotion, and sales; and Get full conference access to educational sessions, a variety of workshops, and daily services with the full payment of all applicable fees.

We anticipate approximately 300 delegates, which include clergy, laity, youth and visitors from across the Tri State. Our team will do everything possible to ensure this conference is a marketing and financial success for your company. To get started, simply do the following:

- Review carefully the terms and deadlines;
- Complete the **Exhibit Space and Sponsor Application** OR **Vendor Application**;
- Next, sign and date the **Space Use Policies** form; and
- Submit **both** documents via email or physical mail.

If you have any questions or comments, please feel free to contact Elder Kimberly Smith (240) 636-4238

Thank you for your consideration to sponsor and/or exhibit your business with UNYD. We look forward to working with you.

Regards,

Apostle Vincent L. Greaves Sr.  
United New York Diocese



### **Conference Location and Accommodations**

This year's convocation will be held at the **Westchester Marriott**, which is located at **670 White Plains Road, Tarrytown, NY 10591**. All services and events will take place in this location. The UNYD's room rate is \$125 plus tax per night.

### **Exhibition Hours**

Exhibit hours at **Westchester Marriott** in the UNYD Marketplace take place as follows:

Wednesday, Sept. 1 through Saturday Sept 4, 2021	9:00 AM to 11:00 PM
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The Marketplace closes during the Official Day and reopens immediately following service.

Daily Vendor Fee (Standard Booth Rental, Booth specials and Packages)

The Daily Vendor Fee/Standard (DVF/S) for a standard rental from Monday through Friday fee is \$100.00 per day. The DVF/S for United New York Diocese members (with Pastor's signature and **paid conference registration**) (you must be a registered delegate) for Wednesday through Saturday is \$100.00 per day.

The DVF includes the following:

- One (1) 8x10 booth with two chairs; and
- Paid conference registration with access to sessions, workshops, and services (*banquets and receptions excluded*).

Rental for two booths is \$200 per day. Premium booth spaces (known as "end spaces") costs \$50.00 and is added to the overall base DVF/S total.

### **Logistics (Color, Audio/Visual Requests, and Security)**

- The exhibit area colors are black and gold.
- Extension cords and audiovisual equipment are the responsibility of the exhibitor.
- All requests for electrical and telecommunication services must be contracted directly with the Baltimore Marriott Waterfront Sales Department.
- The exhibitor is responsible for the security of booth materials and equipment during conference hours.
- IBW staff will secure the exhibition hall for overnight storage.

### **Unauthorized Activities**

The UNYD Marketplace is designed to be an orderly, controlled venue of the convocation. UNYD will not



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allow exhibitors/sponsors to sell goods or services to conference attendees outside an authorized booth assignment at any time during the conference. No vendor is allowed to sell food/meal items.

#### Payments and Deadlines

Make certified checks, money orders, and traveler's checks payable to United New York Diocese. No personal checks will be accepted. Please submit your application and deposit fee by August 15<sup>th</sup> to the following address:

**United New York Diocese Marketplace**  
**Elder Kim Smith**  
**226 Florida Avenue**  
**Salisbury, MD 21801**

A non-refundable deposit of \$100 must be paid by June 1<sup>st</sup>, 2019 to guarantee your space. Final booth fees must be paid in full before and no later than **August 15<sup>th</sup>, 2021** before occupancy. All fees are listed on the vendor application. Your signature **is required** on the space use policies.

All exhibitors must provide a description of products and services to be displayed or sold on the application. UNYD reserves the right to refuse the sale of any products or services that conflict with the values of United New York Diocese



## Vendor Application

Company Name	
Point-of-Contact	
Street Address	
City, State, and Zip Code	
Daytime Phone	
Evening Phone	
Email	
Description of goods and/or services	

The United New York Diocese State Meeting takes place on **Thursday, September 2, 2021** at 9:00 AM. Marketplace Hours of Operation and Set-up times are as follows:

	Set-up*	OPEN	CLOSE
<b>Wednesday -Saturday</b>	<b>7:00 AM - 9:00 AM</b>	<b>9:00 AM</b>	<b>11:00 PM</b>

\*Only after application is approved, please submit your expected arrival day/time to conference arrival to **Elder Kim Smith** on 240 636-4238 ([Vendors@unitednydiocese.org](mailto:Vendors@unitednydiocese.org))



## Vendor Application (Continue)

### Fee Schedule

#### Non-IBW Standard Fees

- Entire Week Rental**
  - Standard Booth (\$375)
- Daily Rental**
  - Standard Booth (\$125)

**Indicate the day(s) that you would like to participate:**

- Thursday, September 2<sup>nd</sup>  Friday, September 3<sup>rd</sup>  Saturday, September 4<sup>th</sup>

#### International Bible Way Member Standard Fee\*

*(\*Pastor's signature and paid conference registration required.)*

- Entire Week Rental**
  - Standard Booth (\$300)
- Daily Rental**
  - Standard Booth (\$100)

**Indicate the day(s) that you would like to participate:**

- Thursday September 2<sup>nd</sup>  Friday September , 3<sup>rd</sup>  Saturday, September 5<sup>th</sup>

#### SPECIAL Young Entrepreneurs Fee

*(For persons' ages 25 and below only. Standard booth availability only.)*

- Entire Week Rental**
  - Standard Booth (\$150)
- Daily Rental**
  - Standard Booth (\$25)

**Indicate the day(s) that you would like to participate:**

- Thursday September 2<sup>nd</sup>  Friday September, 3<sup>rd</sup>  Saturday, September 5<sup>th</sup>

**Please submit this application with the Space Use Policies document signed and dated.**



## Space Rental Policies

1. Only bank checks, money orders or traveler's checks will be accepted. No personal checks will be accepted. A non-refundable deposit of \$250 must be paid before and no later than **June 1, 2021** to guarantee your space.

All final payments must be paid in full prior to the conference before and no later than **August 15, 2021 NO REFUNDS** will be issued after **July 15, 2021**. A request to withdraw application must be made in writing before and no later than **June 27<sup>th</sup> 2021**

2. Vendor must only occupy the contracted area/space. Additional space will require an additional fee. Use of a personal table or any other items that exceed the allotted space shall also incur additional costs.

The vendor shall abide by the prescribed vending **Hours of Operation**, including special called times. Vendor will set up in assigned spaces during designated times and notify the Vendor Committee of estimated time of arrival. Spaces should not be changed or rearranged without the expressed permission of the Vendor Committee.

No Exhibitor shall reassign, sublet, or share the allotted exhibit space. The Vendor Committee Chairperson and the authorized representatives reserve the right to request modification of any exhibit.

3. Vendor agrees to use contracted space for lawful purposes only and as approved by the Vendor Committee. Vendor shall conform to all local, state, and national laws, ordinances and regulations. Posting and/or distribution literature, samples and/or souvenirs are permitted only within UNYD's contracted space.
4. All materials, products or merchandise must be sold in the area designated for vendor and not from hotel rooms, dining and public areas, etc. The hotel has the right to ask violators *who operate outside the contracted space* to leave the premises.
5. Vendor has the right to contact the hotel's sales department and request equipment needs outside the scope of this contract with UNYD. Vendor shall pay for these requested additional items and notify IBW of these requests.



## Space Rental Policies (Continued)

6. United NY Diocese is not liable for any damages or destruction of any vendor property, theft, or injuries suffered by vendor employees. All claims for any such loss, damage, destruction or injury is expressly waived by the vendor and employees thereof.
7. UNYD will make reasonable accommodations to return all funds if the conference is canceled due to an act of God or U.S. national or state emergency, to include strike, epidemic or cause beyond the normal control of the UNYD.
8. The Vendor Committee will admit vendors on the basis of space availability and acceptance of proposed goods and services.

All applications are subject to review. The Vendor Committee reserves the right to refuse vending space applicants and reject the proposed distribution of goods and services. A previously approved application may be overturned should the committee learn of derogatory vendor information that conflicts with the values of IBW.

Only on the basis of an application cancellation due to an overturned decision, the Committee will return any deposits made by the applicant. Cancelled applications due to non-compliance of *terms set forth elsewhere in the application shall not warrant a refund.*

9. United NY Diocese is not responsible for vendor sales. No refunds or discounts will be given due to a negative return on investment.
10. Any vendor who violates any these policies will be asked to leave the premises without refund.

**I have read the IBW Space Rental Policies and agree to abide by them at all times. Furthermore, I will communicate these policies to persons *acting on behalf of my company.***

\_\_\_\_\_  
Name of authorizing agent (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of authorizing agent

\_\_\_\_\_  
Date



**PLEASE DO NOT WRITE IN THIS SPACE**

Application and Space Use Policies Form received

Date received: \_\_\_\_\_

Application Type:  Vendor       Take One       Sponsor

Exhibitor/Vendor notified of receipt

Contract reviewed

Contract pending/held for additional information

Contract approved

Estimate date of arrival to conference \_\_\_\_\_

Contract declined

Contract canceled by applicant in writing.

Date received: \_\_\_\_\_

Vendor notified of decision

Comments:

\_\_\_\_\_  
Total Amount Due \_\_\_\_\_

Amount of Deposit \_\_\_\_\_

Payment Type:  Certified Check       Money Order       Traveler's Check

Payment Processed by: \_\_\_\_\_

Please Print