

CHURCH WOMEN UNITED, INC



ALL THINGS NEW

"New Beginnings, New Perspectives"

2024

QUADRENNIAL ASSEMBLY

JUNE 19-22, 2024

Vendor Application

**DOUBLETREE BY HILTON HOTEL
1909 SPRING RD, OAK BROOK, IL 60523**

CHURCH WOMEN UNITED
3605 Campbellton Rd SW; Atlanta, GA 30331-5219
Churchwomenunited.net

2024 QUADRENNIAL ASSEMBLY VENDOR/EXHIBITOR APPLICATION AND AGREEMENT FORM

Church Women United is a racially, culturally, theologically inclusive women's movement, celebrating unity in diversity and working for a world of peace and justice. Founded in 1941, Church Women United is:

- A movement representing Protestant, Roman Catholic, Orthodox and other Christian women;
- Biblically based shared Christian faith;
- Organized into more than 1,200 local and state units working for peace and justice;
- Supported by constituents in state and local units and denominational women's organizations;
- Impassioned by the Holy Spirit to act on behalf of women and children throughout the world; and
- Recognized as a non-governmental organization by the United Nations.

Business/Exhibition Name _____

Full Name of Authorized Agent _____

First

Last

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Email _____

What items will be sold or distributed? _____

VENDOR OPPORTUNITY - \$200.00 per Booth

1. **Booth Assignments:** To secure booth space, a completed application, signed contract, and payment must be received. Booth Assignments will be made in the order that contracts are received. The organizers reserve the right to change location assignments at any time and without notice to the individual vendee.
2. **Booths:** A standard booth package includes one 6' draped table, identification sign, and two chairs. If a Vendor plans to install a completely constructed display of such a nature that the Vendor will not require or desire the use of standard booth equipment, no part thereof shall so project as to obstruct the view of adjacent booths. Booth side dividers of a height in excess of 36' must not extend further than three feet out from the back wall. Booth walls must not exceed eight (8) feet in height. Island exhibits must not include a back wall that blocks visibility of neighboring booths. Any deviations from the aforementioned must be submitted in writing at the time of the application submission and must receive approval by Church Women United, Inc. All deviations from the above must obtain written approval in advance. Audio Visual aids and/or equipment may not be played at a level that would interfere with adjacent exhibitors.

3. **Vendor fees** must be paid in full, prior to selecting or being assigned space(s). No refunds will be made on cancellations.
4. **Use of Space:** No vendor shall permit any other vendor or its representative to use the space allotted in this contract nor shall any display articles not manufactured or sold normally by the contracted vendor. Vendors shall not sublet booth or assign this lease in whole or in part without the prior written consent of the organizers.
5. **Limitation and Liability:** The vendor shall indemnify Church Women United, Inc. in all claims, demands, actions, expenses, damages, penalties, or proceedings arising out of or in any way connected with the exhibitor's occupancy and use of the exhibition premises or any part thereof. Vendors will be required to meet the cost of making good any damage to floor, walls, structures, and accessories.
6. **Security and Insurance:** No security is provided. All goods are displayed and stored at the risk of the Vendor. All vendors are advised to carry insurance against theft, loss damage, and fire. In addition, the Vendor acknowledges Church Women United, Inc.
7. The **exhibitor** assumes the entire responsibility and liability for losses, damages, and claims arising out of vendor's activities on the Hotel premises and will indemnify, defend, and hold harmless Church Women United, Inc., DoubleTree by Hilton-Oak Brook, its owner, and its management company, as well as their respective agents, servants and employees from any and all such losses, damages, and claims.
8. The DoubleTree by Hilton-Oak Brook will not be responsible or liable for any loss, damage, or claims arising out of exhibitor's activities on the Hotel's premises except for any claims, loss, or damages arising directly from the Hotel's own negligence.
9. **Protection of the Facility:** Nothing shall be posted on or tacked, nailed, screwed, or otherwise attached to columns, walls, flowers, or other parts of the hotel without permission from proper building authority and Vendor Management.
10. Installation, Hours of Operation and Dismantling will be in DoubleTree by Hilton Chicago-Oak Brook; 1909 Spring Road; Oak Brook, Illinois 60523

The following are specific hours:

Vendor Setup	Wednesday, June 19, 2024	12:00 noon – 3:00 pm
Vendor Business	Thursday, June 20, 2024	9:00 am – 7:00 pm
	Friday, June 21, 2024	9:00 am – 7:00 pm
Dismantle	Saturday, June 22, 2024	9:00 am – 10:00am

Any false information given will result in cancellation of the agreement.

Signature _____ Date _____

Please make check payable to **Church Women United, Inc.** Mail signed Vendor Application and Agreement along with the check to:

Elaine B. Johnson

Church Women United

P. O. Box 15216

Chicago, IL 60615

Any Vendor questions or concerns can be forward to ebj2203s@aol.com or 312/218-8879.