

Journey to Wholeness Conference



Vendor Contact Information

(Note: Organization Name and Contact Information are used for publishing conference vendor list and booth signage)

Primary Contact : _____ Title: _____

Organization Name: _____

Address: _____

City: _____ State: _____ Zip _____

Phone: (____) _____ Email: _____

Website Address: _____

Names of Vendor's booth attendants (for badges): 1. _____ 2. _____

General Information

- Table dimensions will be approximately 8' x 30' (1 linenless table), two (2) chairs, a wastebasket, and a printed identification sign. Included with the booth fee is one (1) conference registration (with continental breakfast and lunch). All items must fit within the 8' x 30' space. Should your organization wish to purchase additional conference registrations, please click on the conference registration link on the conference's website.(<http://journeytowholeness.liveliving.org/buy-ticket/>).
- After you register, you will need to provide us with the following information for our conference vendor list: your logo, a description (50 words max) of the business/service/product you provide, and verification of the contact information provided above for your organization's primary contact to be printed on the conference vendor list. This information may be emailed directly to Etta Dale Hornsteiner at etta@liveliving.org.
- Written notice of cancellation must be received at least thirty (30) days before the date of the conference for a refund to be issued. All cancellations are subject to a \$50.00 administrative fee that will be deducted from the refund. No refunds will be made with less than thirty (30) days notice.
- Door prizes may be given away during the conference and vendors may be asked to donate one (1) item from their booth. Your name or organization will be mentioned when your donated item is awarded. Donations are encouraged but not required.
- Paypal at donate@liveliving.org or by check (payable to "LiveLiving"). Submission of checks by mail, any questions, or comments may be submitted to the LiveLiving contact listed below:

Etta Dale Hornsteiner- The Journey of Wholeness Conference

Email: etta@liveliving.org

Phone: (770)940-6221

Vendor Contract

TERMS AND CONDITION

This LiveLiving Vendor Contract (this "Agreement") is made effective and entered into as of the date signed below, by and between (i) LiveLiving International Foundation, a non-profit corporation having a registered address of 860 Johnson Ferry Rd, STE 140-129, Atlanta, Georgia, and the organization listed above in the Vendor Registration Form ("Vendor").

1. Vendorship Fee

Vendorship Fee is \$150 before May 24 and \$175 afterward. Payment must be received by LiveLiving thirty (30) days prior to the conference.

Each Vendor section includes a table approximately 8' x 30', no tablecloth is needed (2) chairs, a wastebasket, a printed identification sign, and one (1) conference registration (with continental breakfast). Additionally, the Vendor's name will appear in the conference vendor list.

Eligibility

LiveLiving reserves the right to determine what organizations are eligible to exhibit their business/services/products. LiveLiving has final approval on all content and/or programming exhibited by Vendor. The LiveLiving's Executive Committee must approve all mailings.

2. Payment Full

Payment of the vendor booth fee is due thirty (30) days prior to the date of the conference. Checks should be made payable to "LiveLiving" or using PayPal.

3. Refund of Vendor Booth Fees

Written notice of cancellation must be received by LiveLiving at least thirty (30) days prior to the date of the conference for a refund to be issued. All cancellations are subject to a \$50.00 administrative fee that will be deducted from the refund. No refunds will be made with less than thirty (30) days notice.

4. Electricity

If electricity is needed, a powerstrip can be provided by the hotel for \$25.

5. PowerPoint Slide Opportunity

Included with the purchase of your booth, Vendor will be given the opportunity to submit a PowerPoint slide for promoting your organization! Your slide, along with other vendor slides, will be included on a scrolling loop displayed in one conference room before the meeting, breaks and lunch.

The slide can include a logo, picture of a new product, a description, or any promotional material. No slides with sound or videos will be accepted. File submission information: * Send slide as a .ppt or .pptx * Do not place any passwords or locks on your slide in order to allow LiveLiving staff to review, approve, and save your slide to the combined PowerPoint presentation. All files must be received at least thirty (30) days prior to the date of the conference for review and approval.

Vendor Registration & Vendor Contract

Please send your file to Etta Hornsteiner at etta@liveliving.org.

6. Door Prizes

Door prizes may be given away during the conference and Vendor may be asked to donate one (1) item from their booth. Your name or organization will be mentioned when your donated item is awarded. Donations are encouraged but not required.

7. Set-up and Removal

The Vendors will be allowed to set up on Friday from 7:00 a.m. to 3:30 p.m. Removal will begin after the last session on Saturday night at 9:30 p.m. or Sunday morning between 7-9 a.m. Vendor is responsible for set-up and removal of all its displays, promotions, materials, equipment, and merchandise.

8. Vendor Badges

Vendor will be issued badges for booth attendants per space rented. All booth attendants from Vendor must wear their Vendor Badges during the Journey to Wholeness conference to be considered a vendor.

9. Security

Vendor is responsible for all Vendor material, merchandise, promotions, and other property. LiveLiving or Hilton Atlanta/ Marietta Conference Center accepts no liability for damage, loss, theft, harm, or injury to the Vendor, its attendants, or its property.

10. Vendor Booth Policies

Vendor agrees to keep their booth clean and will not nail, screw, or affix anything to the Vendor Room or any other equipment provided. All of Vendor's displays, chairs, tables, and merchandise must be maintained within the space of their booth.

Vendor may only make sales within the Vendor Room, and no other area.

11. Insurance

Vendor must obtain their own insurance to cover fire, theft, and damage, and agrees not to hold LiveLiving or Hilton Atlanta/ Marietta Conference Center liable for damaged, lost, or stolen property.

12. Conference Cancellation/Change of Venue

Should LiveLiving cancel the conference for any reason, LiveLiving will make every attempt to notify Vendor's primary contact as noted on the Vendor Registration Form. In addition, a notice of cancellation will be posted on the LiveLiving's website.

LiveLiving will issue full refund to Vendor as soon as possible, but not later than sixty (60) days after notice of cancellation. Should a change of venue occur, LiveLiving shall make every attempt to notify Vendor's primary contact as noted on the Vendor Registration Form. In addition, a change of venue notice will be posted on the LiveLiving's website. LiveLiving will issue refunds, in their sole discretion, only after Vendor has established (with evidence) a hardship or inability to attend the conference.

Vendor Registration & Vendor Contract

13. Entire Agreement

This Agreement constitutes the entire agreement between the parties relating to the subject matter hereof.

14. No Assignment

Vendor may not assign this Agreement unless they obtain the prior written consent of LiveLiving.

15. Governing Law & Jurisdiction:

This Agreement shall be subject to and interpreted under the laws of the State of Georgia, exclusive of its conflict of law provisions. The parties agree to submit all disputes to the exclusive jurisdiction of the courts in Georgia.

By signing below, Vendor agrees to the terms and conditions of this LiveLiving-Vendor Contract.

Organization: _____

Signature: _____ Date: _____

Please complete, sign, and return the Vendor Registration Form and LiveLiving Vendor Contract to:

Etta Dale Hornsteiner
860 Johnson Ferry Rd
Ste 140-129
Atlanta, GA 30342

OR

EMAIL:

etta@liveliving.org