

**Sixth Episcopal District
African Methodist Episcopal Church
149th Session of the Atlanta North Georgia Annual Conference
May 10-12, 2023
Big Bethel A.M.E. Church
220 Auburn Ave, NW
Atlanta, Georgia 30303
Office: (404) 827-9707 Fax: (404) 223-3060
*The Reverend John Foster, Ph.D. - Senior Pastor***

VENDOR CONTRACT/AGREEMENT

This document is an agreement between the 149th Atlanta North Georgia Annual Conference Planning Committee and the vendor to lease space during the 149th Annual Conference for a minimum of three (3) days. Space is allocated on a first come first served basis, inclusive of one interior lower-level spot. Spaces will include an 8 ft. table and 2 folding chairs, lighting, and electricity. The terms/specifics of contract are listed below.

- **The total amount due for desired rental is payable by money order or cashier's check no later than April 10, 2023. (Postmarked no later than this date.)**
- **Interior space available at \$300. (*Prior to submitting payment, contact the church office to determine availability.*) Days must be consecutive.**
- **Vendor hours – 7:30 a.m. – 9:30 p.m. daily**
- **Vendors may set up as early as Sunday evening, May 7, 2023 (no later than 9:00 p.m.) The regular schedule for conference - Tuesday, May 9th – Missionaries; Opening, May 10th and Closing will be May 12th. All vendor set-ups should be dismantled no later than 9 p.m. on May 12th.**
- **Approved vendor categories for sales:**
 1. **Religious (Bibles) and educational books/church supplies**
 2. **Women/Men Hats, Jewelry, Accessories, Shoes**
 3. **Church Robes (Choir, Ministers)**
 4. **African Attire**
 5. **Ladies/Gentlemen Apparel**
 6. **Art**
 7. **Campaign Materials**

Inquiries may be made to Dr. Stan Pritchett sjpkap@bellsouth.net or Shelley Webster shelley@shelleywebster.com.

NAME OF VENDOR _____

CONTACT PERSON _____

SALES SPECIALTY _____

(Use approved vendor categories from page 1)

ADDRESS _____

CITY/STATE/ZIP _____

PRIMARY TELEPHONE _____ **ALTERNATE** _____

**DATE OF ARRIVAL &
DESIRED SET-UP** _____

RENTAL DAYS: PLEASE CHECK - M___T___W___TH___F___

AMT. ENCLOSED - CASHIER'S CHECK \$ _____ **or MONEY ORDERS\$** _____

SIGNED _____ **DATE** _____

For Committee Use:

Rcvd. _____ By _____ Space _____

Committee Assignment(s) _____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____