



## Women of Integrity Summit 2024

### Vendor Agreement

**Event Dates:** May 30 – June 1, 2024

**Location:** Freedom Voice Ministries, 9139 Red Branch Road, Suite D & E, Columbia, MD 21045

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### Vendor Setup & Clean-Up

- **Setup:** Vendors must arrive **45 minutes before the event begins** each day.
- **Clean-up:** Vendors must complete teardown and clean-up **within 45 minutes after the event ends**.
- Vendors are responsible for bringing all necessary materials, including tablecloths, signage, and display items.

### Vendor Table Options & Fees

- **Single Day Table** – \$150
- **Two or Three Day Table** – \$250

**All payments are due upfront** and can be made via:

- **Check** payable to **Women of Integrity**, mailed to:  
6801 Oak Hall Lane, Suite 6462, Columbia, MD 21045
- **Zelle:** 202-568-5798 (Monica Chana)

### Vendor Rules & Guidelines

- Vendors must remain at their designated space and may not block walkways or exits.
- All items for sale or display must align with Christian values and be appropriate for a faith-based audience.
- No music, audio, or video may be played at vendor tables without prior approval.
- Children must be supervised at all times.
- Vendors must clean their space and remove all trash or display materials daily.
- Vendor spaces are non-transferable and non-refundable.
- Failure to adhere to rules may result in removal from the event without refund.

*Empowered by Integrity, Impacting the World.*



## Liability Disclaimer

Women of Integrity (WOI), its leaders, volunteers, and affiliates are **not responsible for any loss, damage, theft, or injury** that may occur during the event. Vendors participate at their own risk and are responsible for their own merchandise, equipment, and personal belongings. Vendors agree to hold **WOI and Freedom Voice Ministries harmless** from any claims or liabilities arising from their participation.

## Agreement & Confirmation

Please complete and sign below to confirm your participation and acceptance of the terms:

**Vendor Name:** \_\_\_\_\_

**Business/Organization:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date(s) of Participation:** ☐ May 30 ☐ May 31 ☐ June 1

**Total Payment Amount:** \$ \_\_\_\_\_

**Payment Method:** ☐ Check ☐ Zelle

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_