



Kingstowne Communion's Women's Conference Marketplace

Saturday, October 27, 2018

9:00 a.m. – 4:00 p.m.

7855 Morning View Lane, Alexandria, Virginia 22315

The Kingstowne Communion Conference Planning Team cordially invites you to participate in our Women's Conference Marketplace. The event will be held Saturday, October 27, 2018, from 9:00 a.m. – 4:00 p.m. This event will be widely promoted through the church, other local churches, and on social media.

Kingstowne Communion supports many local outreach efforts to benefit persons of need in our area. These include working with Sunday Suppers, Rise Against Hunger, Just Neighbors, Hayfield Secondary School Food Pantry, Food For Others, Rising Hope, and the United Methodist Committee on Relief. As an exhibitor you will be a contributor to all this vital work.

We are now accepting applications from original artists and crafters, direct sales vendors, and non-profits. The space rental fee for crafters, artists, and direct sales vendors is \$30 for a single 5' x 8' space. There is no space rental fee for non-profits. All vendors must be registered, and we are pleased to extend our \$20 early-bird attendee rate to all vendors. This charge includes full conference registration, a catered lunch, and a color-in Bible.

Exhibit Requirements:

Exhibitors will be able to set up their display table Saturday morning, October 27, 2018, beginning at 8:00 a.m. All exhibitors are responsible for providing their own skirted or draped display table, chairs, and signage. Table may not be larger than 3' x 6' and nothing may be affixed to the walls, floor, or ceiling. We suggest displaying items vertically rather than horizontally, due to space restrictions.

Exhibitors are responsible for collecting the 6% Virginia sales tax and for handling all transactions. Kingstowne Communion and the Kingstowne Communion Women's Conference Planning Team are not responsible for any items exhibited and will not pay repair or replacement costs of any pieces which are lost, stolen, or damaged during the Women's Conference Marketplace or during setup and take down. All participants are advised to arrange separate insurance coverage.

Adequate parking will be available for exhibitors and unloading zones will be established for smooth setup and take down. Exhibitors will be required to dismantle and remove their exhibits completely after the event closes. All displays **MUST** be removed no later than 5:00 p.m.

How to Apply:

All artists, crafters, direct sales vendors, and non-profits wishing to participate must submit the following:

1. Completed and signed Exhibitor Application
2. A non-refundable check made payable to Kingstowne Communion

All applications and checks **MUST** be **received by Saturday, October 20, 2018**. Mail both to:

Kingstowne Communion

Attn: Gina Salmons, Women's Conference Marketplace Chair

1301 Collingwood Road, Alexandria, VA 22308

Questions? Contact Gina Salmons at Gina.Salmons@gmail.com.

Kingstowne Communion's Women's Conference Marketplace Exhibitor Application

Exhibitor Information:

Contact Name	
Company Name	
Mailing Address	
Phone Number(s)	
E-Mail Address	
Description of Product	
Previous Vendor	Yes No
Comments	

Women's Conference Marketplace Information:

The Kingstowne Communion will be holding a Vendor Marketplace in conjunction with its upcoming Women's Conference at 7855 Morning View Lane, Alexandria, VA 22315, featuring specialized artists, crafters, vendors, and non-profits from around the area. All exhibitors must provide their own 3' x 6' table and displays and perform in accordance with the attached correspondence.

Event Date & Time	Saturday, October 27, 2018, 9:00 a.m. – 4:00 p.m.
Set -Up Time	8:00 a.m. – 9:00 a.m.
Dismantle & Removal Time	4:00 p.m. - 5:00 p.m. (no exceptions)
Space Fees	\$30 for a 5' x 8' space (CRAFTER, ARTIST, DIRECT SALES VENDORS) \$0.00 for a 5' x 8' space (NON-PROFITS ONLY)
Registration Fees	\$20 per person (includes full conference registration, a catered lunch, and a color-in Bible.)
Marketplace Contact	Gina Salmons at Gina.Salmons@gmail.com or 301-613-0850

Exhibitor Participation:

Please fill out the information below so that we can begin our review and make space assignments. Please note that only one of each vendor type will be allowed at this event and priority will be given to Kingstowne Communion members and early applicants. All vendors must be suitable for this Christian event, subject to Kingstowne Communion's determination. Application fees are non-refundable and checks should be made payable to Kingstowne Communion. Applications will not be reviewed until the corresponding check is also received for the full amount.

Space (please select)	_____ \$30 for a 5' x 8' space (CRAFTER, ARTIST, DIRECT SALES) _____ \$0.00 for a 5' x 8' space (NON-PROFITS ONLY)
Registration	_____ @ \$20 per person (includes full conference registration, a catered lunch, and a color-in Bible.)
Total Amount Due	\$ _____

Thank you in advance for considering being part of our special event. To maximize participation and to assist with marketing the event, we ask that you send out correspondence (via email and social media) to your client base. We look forward to working with you.

By submission of this application and signature below, Exhibitor agrees to all rules and conditions contained in this form and the attached information letter. Vendors are subject to Kingstowne Communion's approval. Vendors are not confirmed until they have received an approval email. Acceptance status will be communicated to all applicants by Sunday, October 21, 2018.

Signature

Date