



“Moving Into New Dimensions”

**Encouraging women to
invest in themselves and each other as
they claim space in the world**

WELCOME TO THE SPACE FOR HER CONFERENCE VENDOR APPLICATION

Thank you for your interest in being a Vendor at the Space for Her Conference scheduled to take place September 22-24, 2023, at All the Nations Church located at 660 Landis Avenue, Bridgeton, NJ where we are expecting an attendance of over six hundred women in attendance.

We are looking for a wide variety of unique items and merchandise that our conference participants would be excited to see. This is a great opportunity to reach a large number of women from across the state and beyond! Who wouldn't want a chance to sell and get some brand recognition? We look forward to seeing what everyone has to offer!

A few vendor details: On-site vendor tables will be provided at one flat rate of \$25 each. We have a limited number of on-site tables. If you are interested, please don't wait to jump on this opportunity. After you fill out your application and our team reviews it, we will contact you about our decision. We wish we could say yes to everyone, but space is limited and we want to make sure we maintain variety among the vendors.

IMPORTANT INFORMATION

- On-site set up will be Friday, September 22, from 3 PM to 6 PM.
- Tear down will be Saturday night, September 23, 2023, after 7 PM.
- Vendor fee includes table and chairs only.
- Vendor fees do not include a hotel room reservation, should you decide to stay overnight. We have a room block for the event if you would like to make a hotel reservation for a minimum of two nights.
- Accepted vendors are required to provide an item to be given as a door prize during the conference.
- Vendors will be open for shopping for a total of four hours on Friday and ten hours on Saturday. Although the conference will end on Sunday, the shop will not be open, as we will honor our Lord's Day together.

Below is an application process for you to submit, along with directions on how to email us images of your inventory that you'd like to bring. If you have any questions regarding becoming a vendor, can be submitted to infospaceforher@gmail.com.

VENDOR APPLICATION PROCESS

1. All vendors must complete the Space for Her Vendor process, or their applications will not be considered. Applications and images of inventory are due September 1, 2023.
2. If you are purchasing an on-site vendor table or virtual booth, the following must be completed:
 - Send an e-mail to infospaceforher@gmail.com
 - Include your full name and phone number in the e-mail
 - Include your vendor name in the e-mail subject line
 - All vendors must submit images of ALL products proposed for sale at the Space for Her Women's Conference. (Scans, prints, and photos are acceptable and all text and images must be legible)
 - Failure to submit appropriate samples/images may delay the approval of your application and/or result in your application's rejection
 - Images of inventory are due no later than September 1, 2023
3. Upon receiving your application, your application and samples will be reviewed by the Space for Her team.
4. All approved Space for Her Women's Conference vendors will be notified by email. Vendor fees, as stipulated on the application form, must then be received via online within two weeks of email notification. Failure to timely remit payment may result in the forfeiture of your spot. The Space for Her Women's Conference reserves the right to disapprove/deny any vendor application at its sole and absolute discretion. For questions, please contact infospaceher@gmail.com.

VENDOR RULES AND REGULATIONS

1. Only products listed on the Vendor's application may be sold during the conference.
2. Only two representatives per vendor table are permitted at one time, and only those with proper identification as the appropriate vendor representative(s) are allowed behind the booth table at any/all times. Attendees are not allowed behind tables unless pre-approved by the Space for Her Women's Conference.
3. Vendor booths are limited and will be assigned on a first come, first served basis (upon approval of application and timely receipt of fee).
4. Vendor booth placement is not to be moved or swapped at any time.
5. Vendors should provide their own dolly/cart to move merchandise around and are responsible for handling their own merchandise at all times.
6. Please be respectful of other vendors and exhibitors around you.

Violation of the above Rules and Regulations will result in immediate and complete dismissal from the Space for Her Women's Conference without refund.

The Space for Her Women's Conference reserves the right to restrict any booth activities or evict any vendor, with or without cause, and in its sole and absolute discretion. In the event of such a restriction or eviction, the Conference will not be liable for any refunds or other exhibit expenses.

Deadline: September 1, 2023

Onsite Vender Fee: 1 table (\$25); 2 tables (\$50); 3 tables (\$75)

Fees includes: one table and two chairs. Fees do NOT include: food, room and board, transportation, ticket to event.

Upon completion of this Space for Her Vendor Registration Form please email images of proposed inventory to infospaceforher@gmail.com with your business name in the subject line. Your application will not be considered without images of your inventory. We look forward to sharing your business with conference participants. Thank you for your interest and participation.