

*Be 1 Experience
Women United in Christ
Conference, April 4-5, 2025*

**Retail and Non-Profit/Ministry
Vendor Application and Contract Information**

Dear Vendor,

Thank you for your interest in being a part of the Be1 Experience. We appreciate your participation. This is a great opportunity to reach many women from across the metroplex and beyond! We are providing opportunities that will give you exposure to showcase your products and services to the many women at our 2-day conference. We pray that you are blessed with many connections that come from your experience. Thank you for your service!

The Be1 Experience Conference Committee is excited about our Women's Conference, being held on April 4th and 5th, 2025, at **Hilton Garden Inn Arlington South.**

All Vendors will be located in the open spaces outside of the Conference Room, for a nice flow for all to enjoy. The conference is designed for all vendors to be open for business on both days.

Booth space is limited, and provided on a first come, first served basis.

Be1 Event

Friday, April 4, 2025

Hilton Garden Inn Arlington South

521 E Interstate 20, Arlington, TX 76018

5:00 PM – 6:00 PM – Shopping and Check-in (for Guests)

6:00 PM – 9:30 PM - Event

***Vendors to set up and open for business no later than 4:30 PM**

Saturday, April 5, 2025

Hilton Garden Inn Arlington South

521 E Interstate 20, Arlington, TX 76018

8:30 AM – 4:00 PM

***Vendors ready for business by 8:00 AM**

Registration Vendor Booth Exhibit Space

Please carefully review the vendor costs and services. After **approval for acceptance**, we look forward to working with you.

**** IMPORTANT: Vendor Application deadline is March 15, 2025. ****

Please, if you need to cancel, allow the Be1 Experience Vendor Team time to seek a vendor replacement. Any vendor cancellation will be considered a donation to the Be1 Women's Ministry, with no refund. Thank you!

Please note, booth space is limited and is on a first come, first served basis.

Booth rental options are included in this application. We ask that you limit your sales to your booth square foot area ONLY!

Electricity is limited, and will be granted on a first-come, first served basis for one outlet for a fee. Please provide your own power cord and power strip.

Food is not included as part of the vendor space but will be offered for a fee. Please review all costs.

**Retail and Non-Profit/Ministry
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Please carefully review Vendor booth costs, amenities, and associated costs.

Please note: Booth Space is limited. Please ensure that you are aware of the space that you request within the desired dimensions, to only use the space provided.

Retail Vendor Space Cost:

7ft x 7ft Space - \$95.00

Non-Profit/Ministry Vendor Space Cost:

7ft x 7ft Space - \$50.00

Courtesy (Free) Booth Space Amenities:

Each booth space will receive the following:

2 tables (6ft x 18 inches)

2 chairs

1 table cloth for each table

1 table tent with your business name

*See additional costs below

Vendor Fees do NOT include food.

Electricity:

Electricity is limited, and will be granted on a first-come, first served basis for one outlet for a fee. Please provide your own power cord and power strip. Electricity Use: **\$10.00**

*Two Meals - **Dinner, and Lunch** will be separate and are not included in Vendor Space cost. Meal cost will include two meals for the 2-day Event for a fee.

Friday Evening Dinner, and Saturday Lunch. 2 Meal Cost: **\$61.90 (See below)**

***Breakfast is on your own or option to purchase at the hotel.**

Note: Vendors must stay within their space boundaries. Please adhere to this requirement, as space boundaries have been created for the space provided.

- Booth spaces will be marked. All displays, merchandise, etc. must be constructed safely and kept within space boundaries. Nothing can obstruct aisles or fire and safety equipment.
- **No nails, screws, tape, glue or staples may be put on the walls, floors or ceilings. To avoid damage, please do not use the walls as props for your merchandise.**

Booth Sharing - NO Vendor Booth sharing is allowed except for anyone who promotes or helps to sell your very own Products or Merchandise in your booth.

Be1 Vendor Coordinator Contact - joni_walker43@yahoo.com

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**Retail and Non-Profit/Ministry
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This application is to be used for either Retail/Commercial or Non-Profit/Ministry Based Vendors.
Retail/Commercial – For profit.
Non-Profit/Ministry - Share information and/or sell services or goods to raise money for their cause.

All Vendor Applications will require approval. PLEASE DO NOT SUBMIT PAYMENT WITH THIS APPLICATION. If approved, an email will be sent with instructions to submit payment.

Vendor Name (PRINT): _____
Business/Non-Profit Name: _____
Email: _____ Phone: _____
Website: _____
Product Description: _____
Additional Name Assisting for **Your Exhibit**: _____
Today's Date: _____

Please indicate only the number of requested items.

*Note: If more than 1 vendor space is requested, the space must be the same size, side by side.

Commercial Retail Vendor Space for 2 days

Enter # of booth space(s) **7ft x 7ft space** _____ x **\$95.00** = \$ _____

Note: All Vendor space is limited to only the outside of the Conference Room. For this reason, each vendor is to setup within the space provided, to maintain a free-flowing traffic rea.

Non-Profit/Ministry Vendor Space for 2 days

Enter # of booth space(s) **7ft x 7ft space** _____ x **\$50.00** = \$ _____

Vendor Tables

*Each Vendor space will have **2 - 6 Ft x 18 inch** tables setup back to back (Free) Yes ___ No ___

Electricity

Enter # Electricity outlet _____ x **\$10.00** = \$ _____

*Only 1 per vendor. Please provide your own power cord and power strip.

Food Meals

Meal costs will include **TWO** meals for the 2-day Event - **Friday Evening Dinner**, and **Saturday Lunch**.
Breakfast is on your own, with options to bring your own, or for purchase at the hotel.

Friday Dinner – Chicken Marsala, Roasted Green Beans, Roasted Potatoes, Dessert, water/tea

Saturday Lunch – Boxed Lunch with Sandwich, chips, fruit, cookie, bottled water

Enter # of Meals (Plated Friday Dinner) _____ x **\$36.95** = \$ _____

Enter # of Meals (Box Lunch Saturday) _____ x **\$24.95** = \$ _____

Enter # of Vegetarian _____

Total Amount for All(Space, Electricity, Food) = \$ _____

*(Total of all - Vendor space, Tables, Electricity, Food) – **PLEASE REVIEW TOTALS CAREFULLY.**

***Deadline for Vendor Applications is March 15, 2025. First Come, First Served.**

For additional information, please contact: **Joni Walker** – email: joni_walker43@yahoo.com

**Retail and Non-Profit/Ministry
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Warranty of Authority

Upon signing this Vendor/Exhibitor acceptance, the following persons warrant that they fully understand the contents of the agreement and are duly authorized and appointed agents for the exhibit and are fully empowered to accept the provisions contained in this contract as a definite and binding commitment.

Signature_____

Printed Name_____

Date_____

Contract space

This application for Exhibit Space properly signed and formal notice of space assignment by Be1 Experience together constitutes a contract for the right to use exhibit space only. Your application should be filed promptly for approval first, prior to submitting payment. After approval, payment in full will be required for each exhibit space requested. **After approval and payment in full, any vendor cancellation will be considered a donation to the Be1 Experience, with no refund.**

Liability and Insurance

The exhibitor assumes the entire responsibility for losses, damages and claims arising out of injury or damages to Exhibitor's display, equipment and other property brought upon the premises of **Hilton Garden Inn Arlington South/Be1 Experience** and shall indemnify and hold harmless the Be1 Experience and their agents from (including attorney's fees arising from) damages or bodily injury to Exhibitor. The Be1 Experience will not be responsible for any failures of electricity or service. Exhibitors wishing to insure their goods must do so at their own expense. City Fire Regulations must be observed. All decorations must be flame proof.

Security

Security will be on site; however, each vendor is expected to protect their merchandise when business is closed for the evening. Additionally, we are not responsible for any theft or damage to your booth at any time. Please plan to cover or secure your merchandise between show times and remove all valuables. Keep any cell phones, purses, wallets, etc., hidden during all times, including setup and teardown. Each vendor is responsible for setting up, packing up & cleaning up your space.

Use of space

All demonstrations or other sale activity must be confined to the Exhibit Booth. Requirements for additional space should be made when filing the application.

1. No exhibitor shall place a display in such a manner as to interfere with other exhibits. The standard booth equipment furnished by the event will constitute 2 covered tables and 2 chairs.
2. No firm, organization or individual not assigned booth space will be permitted to solicit business within the Exhibit Area.
3. Exhibits that include noise making equipment must secure approval of operating methods before exhibits open.
4. **Vendors are responsible for providing your own methods of payment which includes making change & having your own Wi-Fi to take credit. We cannot guarantee Wi-Fi will be up & usable. Wi-Fi limited access will be made known on the day of the event, if needed.**

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****All exhibits must be closed during the conference workshop and conference session times.**

Check in: Please check-in at the Vendor's Table upon arrival, prior to set up, on Friday, April 4, 2025.

Setup:

For the 2-day event, all exhibits are expected to be set up on **Friday, April 4, 2025**, as early as **3:00 PM**, and complete by **5:00 PM**. Once set up for Friday, you may stay until the event, or if you leave, please protect your merchandise/table with a cover (see Liability information).

For **Saturday, April 5, 2025**, vendors are expected to be ready, open for business 30 minutes before the conference, no later than **8:00 am**.

Friday evening setup will have your name on the table to easily identify the location of your booth. Look for the email to inform which door to enter for easy setup. This will be noted in the Vendor Information **you will receive by email**, approximately 1 week prior to the show. Our main source of contact is through email. **It is imperative that you read this information to have a clear understanding of when you are expected to set up your booth and other related information.**

*All vendors MUST be set up and ready for business at least 30 minutes prior to the Conference opening times.

Open for Business:

Vendors must be ready and available 30 minutes before the Conference and during **Conference breaks**.

Friday, April 4th - Shopping and Check-in (for Guests) prior to the event is from **5:00 PM – 6:00 PM**. Shopping during all breaks of the event, and final purchases at the end of the event.

Saturday, April 5th - Shopping **ready by 8:00 AM** and during all breaks of the event, and final purchases at the end of the event.

Teardown:

All vendors are required and expected to attend both days of the entire show.

Please DO NOT begin teardown until the end of the conference, no earlier than 4:00 PM on Saturday.

Please clear your area by no later than 6:00 PM.

Please invite your family & friends to attend our conference.

www.Be1Experience.org

We are looking forward to an exciting experience!

Thank you!
Blessings,

Joni Walker
Vendor Coordinator
joni_walker43@yahoo.com

Leisha Norwood, Be1 Founder
Woodland West Church of Christ
Arlington, Texas