

October 9-11, 2015**Embassy Suites Newark Airport****95 Glimcher Realty Way Elizabeth, NJ**

Dear Prospective Vendor,

Thank you for your interest in renting space at the Sister Circle 2014 Girlfriends Getaway weekend October 9-11 at Embassy Suites Newark Airport, Elizabeth, NJ. Women from New Jersey and throughout the country will attend this spirit filled weekend. The 3x6. tables are \$125.00 for the weekend. Space is limited. Location assigned on a **First Pay First Placed** basis.

Friday evening: 5pm -- 9pm.

*Saturday 9am - 1pm & 7pm - 9pm

Sunday 8am - 3pm

There is also advertising space available in our program. The program size is 5 ½ x 8 ½.

Ad Space: Full page- \$75, Half Page-\$50, Quarter Page (Business Card size) \$25.

Your space includes table, and black tablecloth. Vendors can set up 1 hour before event times. Vendor space must be vacated 1 hour after event has ended. Space is limited. Vendor location is on a first pay, first placed basis. Below is the Vendor Contract and Ad Space Form. Please read carefully.

Payment can be made by going to our Vendor Registration Page. Simply copy and paste this link in your browser <http://scggw.eventzilla.net> or by filling out the form of your choice and sending it with a check or money order payable to Leslie Howard Ministries PO Box 675 Maplewood, NJ 07040.

If you are advertising in the program, fill out the information and email it to Siscircleevents@aol.

If you have questions phone 973-878-0193

*Please note. Saturday General Conference ends at 12 noon. We will not meet again until 7pm. This is to allow everyone time to explore the area.

Sister Circle 2015 Girlfriends Getaway Weekend

Vendor Contract

The undersigned Vendor (you) hereby applies for vendor space at the above named event and encloses payment herein. Leslie Howard Ministries (LHM), its workers, and Embassy Suites, shall not be liable for property loss, theft, damage or personal injury to Vendor, its agents or employees, which may occur on or about any part of the subjects premises, regardless of how such injury or damage may occur. Exhibitor waves any claim against LHM and Embassy Suites harmless and shall indemnify LHM and Embassy Suites against all liability or expenses arising out of any claim of injury or damage to any person or property, together with all cost in connection with the defense thereto, including attorney's fees. The above mentioned parties will not be held responsible if the event is canceled for any reason beyond its control, including acts of God, Fire, Flood, Water, Public disaster, strikes, or labor difficulties or any other cause beyond its control. Vendor will only be reimbursed if the event is canceled by LHM. Vendor is an independent contractor and will be responsible for paying their own state and federal income tax and insurance. Products sold must not be offensive, drug related or pornographic. If such items are found vendor will be dismissed without reimbursement.

Please Print Clearly

NAME _____

ADDRESS _____

PHONE _____ Cel _____

EMAIL _____

Product description _____

Please check () 1 Table () 2 Tables Amount Enclosed _____

By signing this document and paying the fee, the vendor agrees to terms and conditions of this agreement. Sign make a copy and email to siscircleevents@aol.com .

Vendor Signature

Date

Organizer Signature

Date

Sister Circle 2015 Girlfriends Getaway Weekend

Advertising

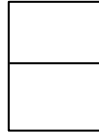
Ad's must not be offensive, drug related or pornographic. If such items ads are submitted, they will not be placed in program and money will be reimbursed. Advertisements must be emailed in a Jpg file. All ads will be placed as a file so it is important that you check spelling before sending. A proof will be sent

The Program size is 5 1/2 x 8 1/2

Full page



Half Page



Excellent for coupons

Quarter Page



Best for business cards

Place a check mark next to the size ad(s) of your choice.

Full page- \$75

Half Page-\$50

Quarter Page (Business Card size) \$25

Please Print Clearly

NAME _____

ADDRESS _____

PHONE _____ Cell _____

EMAIL _____

Business Description _____

Amount Enclosed _____

By signing this document and paying the fee, you agree to the terms and conditions of this agreement. Sign make a copy and email to siscircleevents@aol.com.

Vendor Signature

Date

Organizer Signature

Date