

**October 5-7, 2018**

**Embassy Suites Hotel and Spa Brook City Base  
7610 S New Braunfels Ave, San Antonio, TX 78235**

Dear Prospective Vendor,

Thank you for your interest in renting space at the 2018 Sister Circle Girlfriends Getaway Weekend. This year we are convening at Embassy Suites Hotel and Spa Brook City Base 7610 S New Braunfels Ave, San Antonio, TX, October 5-7. It is a spirit filled event where you'll have an opportunity to share your products with women from all over the country. Our membership spreads from Rhode Island to Florida to Texas. We have seating for One hundred attendees with others attending "by the day".

The 3x6 tables are \$200.00 for the weekend. Space is limited. Location is assigned on a **First Pay First Placed** basis. If you are advertising in the program, fill out the information and email it to [Siscircleevents@aol](mailto:Siscircleevents@aol). If you have questions phone 973-878-0193.

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

Friday evening: 6:00pm -- 9pm.

Saturday 9am- 12 Noon & 7pm-9pm

Sunday 8 am- 3 pm

Advertisement space in our program is also available. The program is 5 ½ x 8 ½. Ad space is as follows: Full Page \$75, Half Page \$50, Quarter page (business card size) \$25.

Vendors can set up one hour before event times. Vendor space must be vacated one hour after the event ends. Space is limited. Below is the Vendor Contract and Ad Space Form. Please read carefully. Payment can be made by going to the event registration page and selecting vendor payment. Simply copy and paste the link in your browser, [www.scggw.eventzilla.net](http://www.scggw.eventzilla.net) or fill out the form of your choice and send 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, first make your payment then fill out the information and mail it to [Siscircleevents](mailto:Siscircleevents). If you have questions phone 973-878-0193

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

Sister Circle 2018 Girlfriends Getaway Weekend Vendor Contract

The undersigned Vendor (you) hereby applies for vender space at the above named and encloses payment here in. 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 expensed arising out of any claim or 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 \_\_\_\_\_ CELL \_\_\_\_\_

EMAIL \_\_\_\_\_

Product Description \_\_\_\_\_

\_\_\_\_\_

Please indicate your choice: ( ) 1 Table ( ) 2 Tables Amount Enclosed \_\_\_\_\_

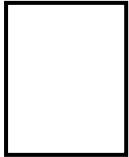
By signing this document and paying the fee, the vendor agrees to terms and conditions of this agreement. After signing make a copy and email the original to Sisrcircleevents@aol.com.

### 2017 Sister Circle Girlfriends Getaway Weekend Advertising Space

Advertisement must not be offensive, drug related or pornographic. If such items or ads are submitted, they will not be placed in programs and money will be reimbursed. Advertisements will be emailed in a jpg file. All ads will be placed exactly as submitted so it is important that you check spelling before sending. A proof will be sent for your approval.

The program size is 5 ½ x 8 ½.

Full Page

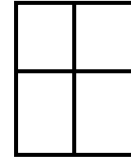


Half Page



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 \$25

Please print clearly

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_

EMAIL \_\_\_\_\_

Product Description \_\_\_\_\_

\_\_\_\_\_

Amount enclosed \_\_\_\_\_

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

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organizer Signature

\_\_\_\_\_  
Date