

The Reverend Elaine W. Flake, D. Min., Pastor



Thank you for your interest in serving as a vendor in **Marketplace Ministry (MPM)** at The Greater Allen A.M.E. Cathedral of New York's (GAC) 2024 Worship **Conference**, to be held at 110-31 Floyd H Flake (Merrick) Blvd., Jamaica, New York, **July 24th – July 28th, 2024**. We would like to offer you one of four package options to choose from. (See the attached MPM complete package details.)

The following will give you a sense of our audience for the Worship Conference. We are expecting more participants to gather from all over the United States and the world. Attendees will represent many churches, various denominations and cultures. **This Conference is going to be three days of continual worship, and MPMs are eligible to stay at the conference hotels for the conference whether they are traveling from nearby or a distance.**

**MPM schedule is as follows: (with closure during main workshop sessions and worship services) \*1**

<b>Wednesday, July 24<sup>th</sup> – 1:00 p.m. – 7 p.m. Thursday &amp; Friday 7 a.m. until 7 p.m.</b>	<b>Saturday, July 28<sup>th</sup> 7 a.m. until 3 p.m.</b>
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We continue to observe precautions for everyone's health and safety. The guidelines below apply to all who are present during the GAC Worship & Arts Conference. Participants who feel sick should stay home until they are well, while adhering to CDC Covid-19 guidelines (<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>), participants are encouraged to wear a mask / face covering when in a large gathering within proximity, handwashing and sanitizing are to be a top priority between activities, rest room use and eating.

Considering proximity and health precautions vendor spots will be limited and vendor **priority** will be given to those who provide Ministry related products. The location of MPM will be varied, covering the main level and lower level of the Cathedral. A table and 1-2 chairs will be provided accordingly with the package chosen by the exhibitor. We ask that you bring your own tablecloths and covering to drape over table when workshops and services are in progress. The tables are unsecured. Although the doors of the Church will be locked, it is the responsibility of the MPM Vendor to secure their products overnight. Please do not leave any cash or other valuables overnight.

If you are interested in attending the workshops, as well as vending, you may register for the Conference for a discounted rate of \$100.00. You must register as A MPM first, to be eligible for this rate.

Please contact The MPM Vendor Committee with questions or to make arrangements regarding set-up and delivery. Please save this letter for future reference. We look forward to working with you for a successful Conference.

Sincerely,  
The GAC Worship Conference Committee

<sup>1</sup>See numbers 8 & 9 in the Terms & Agreement.



## **Marketplace Ministry Vendor Guidelines**

### **Setup**

- Vendors set up time: **Wednesday 1:00 PM, Thursday - Saturday 7:00 AM.**
- Vendors breakdown time: During the preached word **on Monday - Friday** Exhibitors are to cover tables as selling during this time is prohibited. Dismantling and break-down of exhibits each evening will take place no later than 30 minutes after the evening worship service has concluded. **Saturday 3:00 PM.**

### **Hours of Operation**

- Vendors must observe the hours of operation (see enclosed schedule).

### **Responsibilities**

- Vendors are responsible for providing their own monetary change and manning their tables.
- Vendors must sign the MPM Vendor Application and "Terms & Regulations of Agreement/Waiver of Liability" to operate. (Please print forms and return them with payment).
- Vendors must receive confirmation from the committee chair to ensure space has been reserved. Mailing application and payment does not constitute a contract, must receive confirmation.
- Vendors can make check or money order payable to and mailed to:

The Greater Allen A.M.E. Cathedral of New York  
**Worship Conference 2022 – Marketplace Ministry**  
**Attention: GAC Worship Conference Committee**  
110-31 Floyd H Flake (Merrick) Blvd,  
Jamaica, NY 11433

### **Other Important Contact Information**

For information on MPM please contact: MarketPlace Ministry Committee via email:  
[Vendorsgacworshipconference@allencathedral.org](mailto:Vendorsgacworshipconference@allencathedral.org)

For Conference Registration info:

- Visit us online at [www.gacworshipconference.org](http://www.gacworshipconference.org)
- Call: 718-206-4600 ext. 3403 and leave a voicemail message
- E-mail: [gacworshipconference@allencathedral.org](mailto:gacworshipconference@allencathedral.org)

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**Conference Hotel Rate: \$259**

Hotel reservations can only be made after you have submitted the registration form.

and paid the deposit or full fee.

A link to booking the hotel will be included in your registration confirmation email.

Hotel Cutoff date is July 17, 2024

The hotel will be located ¼ mile from JFK International Airport and will provide Shuttle service to/from JFK.

Hotel Amenities include:

- 100% Non- Smoking Rooms
- Mini Refrigerator and Coffee Service in each room
- Vending, Ice & Snack machines on each floor
- Complimentary Hot Buffet Breakfast, 6am -10am
- Complimentary High Speed Wireless Internet.
  - 24-hour State of the Art fitness center.
  - 24-hour Business Center located in the lobby.
- Complimentary Coffee & Tea available 24 hours in the lobby.
  - ATM available in the lobb

GAC WORSHIP & ARTS CONFERENCE HOTEL RESERVATIONS can be made once you are registered for the conference.



**MPM Vendor Application July 24<sup>th</sup> – July 28<sup>th</sup>, 2024**

Name of Vendor \_\_\_\_\_

Company Name \_\_\_\_\_

Phone # Day \_\_\_\_\_ Evening \_\_\_\_\_

Email: \_\_\_\_\_

Description of Merchandise \_\_\_\_\_

Please check desired option:

- Prime** Package: ALL 4 days MPM vendor fee for prime location: **\$300** – Wed., July 24<sup>th</sup> – Sat., July 28<sup>th</sup>
- Gold** Package: ALL 4 days MPM vendor fee: **\$250** – Wed., July 24<sup>th</sup> – Sat., July 28<sup>th</sup>
- Silver** Package: 3-day MPM vendor fee: **\$220** - select 3 days: \_\_Wed. \_\_ Thurs. \_\_ Fri. \_\_ Sat.
- Bronze** Package: 2-day MPM vendor fee: **\$200** – select 2 days: \_\_Wed. \_\_ Thurs. \_\_ Fri. \_\_ Sat.
- Single Day** / 1-day MPM vendor fee: **\$100** – select 1 day: \_\_Wed. \_\_Thurs. \_\_Fri. \_\_Sat.
- Sponsor / Donations (please specify)  
\_\_\_\_\_

As a sponsor you can support our event financially, donate a promotional gift to be given away at the conference, provide services to assist in the conference, etc.

Please check vendor accommodations:

- A table and 2 chairs needed.
- A freestanding display will be used.

To reserve a table, please return one copy of this Vendor Application and the attached Terms of Agreement with a 50% deposit (check or money order payable to The Greater Allen Cathedral of New York) no later than **June 30, 2024**, to:

The Greater Allen A.M.E. Cathedral of New York  
Worship Conference 2022 – **MarketPlace Ministry**  
**Attention: GAC Worship Conference Committee**  
110-31 Floyd H Flake Blvd (Formerly Merrick Boulevard), Jamaica, NY  
11433

*\*\*Please note: Tables are not confirmed until the Vendor Application, Terms & Regulations Agreement, and **have paid 100% of vendor fees.***



### Terms & Regulations Agreement

1. This contract becomes valid only when it is accepted by the Greater Allen Cathedral of New York.
2. A 50% deposit must be received by June 30, 2024. If a company wishes to cancel its reservation prior to Monday, July 4, 2022, 25% of the deposit will be returned; after that date, no refunds will be given.
3. **Full payment and signed contract must be received by Monday, June 30<sup>th</sup>. Space is not guaranteed after this date.**
4. **INSUFFICIENT FUND** checks will be subject to a **\$35 service fee**.
5. Space is limited and will be based on a first come, first serve basis. If a check is received after we have reached our MPM capacity, we will return the payment.
6. **One company per exhibit only.** No booth sharing permitted, and the space is also non-transferable. No exhibitor shall assign, sublet or apportion the whole or any part of the space allotted, or have representative products, signs, collateral or any other types of materials from any other business other than the one listed on this contract.
7. We reserve the right to assign the location of each booth. Reasonable attempts will be made to allocate space based on exhibitor preference.
8. Exhibitors agree to set-up **between 7:00 and 8:00 am, EXCEPT Wed. July 24<sup>th</sup> set up time is 1:00 pm**. Set-up will not be allowed during the Conference hours. During the preached word Exhibitors are to cover tables as selling during this time is prohibited. Dismantling and break-down of exhibits each evening will take place no later than 30 minutes after the evening worship service has concluded.
9. Instructors will be asked to encourage class participants to visit MPM to make purchases before and after classes, please refrain from selling to participants during workshop class times.
10. We will provide 1 table and 2 chairs upon request.
11. Vendors must secure and store all items properly when they are not in operation. **Please do not** leave any cash or other valuables overnight as minimum security is provided. GAC will not be held responsible for any stolen or missing items. We will not provide security during the Conference hours. Exhibitors assume all responsibility to ensure that their booths comply with local city and provincial safety, fire and health ordinances and shall be insured for the same. We will not, under any circumstances, be responsible for:
  - A. Any damage or injury to the Exhibitor, his/her employees or other persons;
  - B. Loss, damage, theft or destruction whatsoever or howsoever caused to any goods, equipment or property belonging to the Exhibitor. The Exhibitor agrees to indemnify GAC from a) loss, damage, injury, claims, costs & expenses.
12. **No displays are to be attached to the wall with nails, screws, bolts, or permanent cement; nothing is to be suspended from the ceiling or rafters.**
13. Exhibitors may not use loudspeakers, microphones, amplifiers or any other machine that can interfere with other exhibitors, workshops or services. Any equipment used must meet safety standards and not put other participants of the Conference at risk and must be approved by the person in charge.
14. Items are not to be left on the floor in front of the booth.



- 15. During the MPM schedule you may distribute free samples, take orders for products, and sell merchandise.
- 16. We reserve the right to use the exhibitor's name in advertising and promotion of the conference.
- 17. If GAC should be prevented from holding the Worship Conference by any cause beyond its control or if it cannot allow the Exhibitor to occupy the rented space due to uncontrollable circumstances including, but not limited to, fire, strike, civil disobedience, inclement weather, lockouts and/or acts of God, GAC will reimburse Exhibitors up to 50% of booth rental costs only. GAC shall have no further obligation or liability to the Exhibitor.
- 18. All matters and questions not covered by these Terms & Regulations of the Agreement are subject to the discretion of GAC. Additionally, GAC shall have full discretion in the interpretation and enforcement of all rules contained herein and the authority to make such amendments, further rules and regulations governing the conduct of and participation in the MPM as it shall consider necessary for the proper presentation of the Conference.
- 19. The exhibitor agrees to abide by all decisions of GAC and further agrees to cease any activity that GAC deems to be a violation of the terms.

**WAIVER OF LIABILITY:**

I, \_\_\_\_\_ agree to the Terms & Regulations Agreement. I hold Allen AME Church and its affiliates harmless and release them from any and all liability while participating in any activities associated with the **Worship Conference 2024**.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**For GAC Conference Committee Use Only**

Date Rec: \_\_\_\_\_ Processed by: \_\_\_\_\_

Payment Amount: \_\_\_\_\_ Remaining Balance: \_\_\_\_\_

Registered for Conference: \_\_\_\_\_ Hotel: \_\_\_\_\_