

International Bible Way Church of Jesus Christ, Inc.

Apostle Willie E. Rookard, Chief Apostle and Presiding Bishop

Apostle Vincent Greaves, Sr., 1st Vice Presiding Bishop

Apostle James Herron, Sr., 2nd Vice Presiding Bishop



Dear Prospective Exhibitor/Sponsor:

The International Bible Way Church (IBW), under the direction of Apostle Willie E. Rookard, Chief Apostle and Presiding Prelate, invites you to exhibit your products and services, and/or sponsor professional or social events at the **66th Bishops Council and Worker's Meeting**. This annual conference begins on **Tuesday, February 28, 2023, and concludes on Friday, March 3, 2023**.

Become an International Bible Way exhibitor/sponsor today and reap measurable benefits for your company.

Display your products or provide your services to delegates in the International Bible Way Marketplace; Expand your clientele and network opportunities through direct outreach, promotion, and sales; and get full conference access to educational sessions, a variety of workshops, and daily services with the full payment of all applicable fees. Banquets and receptions are excluded.

We anticipate approximately 750 delegates, which include clergy, laity, youth, and visitors from across the United States as well as international locations. Our team will do everything possible to ensure this conference is a marketing and financial success for your company. All vendors may set up their space in the IBW Marketplace at the **Spartanburg Marriott 299 North Church St, Spartanburg, SC 29306-5013 on Tuesday, February 28, 2023, starting at 12pm**. Vendors may arrive earlier to the hotel; however, no vendors are allowed to set up without approval by the vendors coordinator. Vendors in violation of this policy will be assessed a \$150 fine and/or asked to remove their products and advertised services from IBW Marketplace space.

To get started:

- Carefully review the terms and deadlines.
- Complete the **Exhibit Space and Sponsor Application OR Vendor Application**.
- Next, sign and date the **Space Use Policies** form.
- Submit **both completed** documents via email or physical mail.

Thank you for your consideration to sponsor and/or exhibit your business with IBW. We look forward working with you.

Peace and Blessings,

Elder Kim Smith

Elder Kim Smith

Vendor Coordinator International Bible Way

C/O GGAM

217 Maryland Avenue, Salisbury, MD 21801

(240) 636-4238, kimsmithsellsrealestate@gmail.com

Conference Location and Accommodations

This year’s Meeting will be held at the **Spartanburg Marriott**, which is Located at **299 North Church St, Spartanburg, SC 20306**. All services and events will take place at this location.

Exhibition Hours

Exhibit hours at **Spartanburg Marriott, Spartanburg, SC** in the IBW Marketplace take place as follows:

Tuesday, February 28, 2023 - Set Up Day (Once set up you may open your booth. Please note this is a meeting day)	12PM-8PM
Wednesday, March 1-Friday, March 3, 2023	9AM-8PM

**The Marketplace closes during the Apostolic Teaching and reopens immediately following service.*

Rental Rates for IBW Delegates (Must be current/active members of IBW)	Rental Rates for Non- IBW Members
Singles Booth daily rate- \$150 Includes 1 table, 2 chairs	Single Booth daily rate-\$175.00 Includes 1 table, 2 chairs
Double Booth daily rate \$250.00 Includes 2 tables, 4 chairs	Double Booth daily rate \$275.00 Includes 2 tables 4 chairs

Sponsorship Packages
Silver Package-\$200
Gold Package- \$300
Platinum Package \$500
Diamond Package- \$750

Coordination (Color, Audio/Visual Requests, and Security)

- Extension cords and audiovisual equipment are the responsibility of the exhibitor.
- All requests for electrical and telecommunication services must be contracted directly with the Vendor Coordinator.
- The exhibitor is responsible for the security of booth materials and equipment during conference hours.

Unauthorized Activities

The IBW Marketplace is designed to be an orderly, controlled venue. IBW will not allow exhibitors/sponsors to sell goods or services to conference attendees outside an authorized booth assignment at any time during the conference. **No vendor is allowed to setup without space assignment given by the vendor coordinator. No vendor is allowed to set up before the assigned vendor setup time. No vendor is allowed to sell food/meal items.**

Payments and Deadlines

Make certified checks, money orders, and traveler's checks payable to International Bible Way. No **personal checks** will be accepted. Please submit your application and deposit fee by June 1st to the following address:

**Mail to Elder Kim Smith C/O
GGAM
IBW Marketplace
217 Maryland Avenue
Salisbury, MD 21801**

A non-refundable deposit of \$100 must be paid by February 15, 2023, to guarantee your space. Final booth fees must be paid in full before and no later than Tuesday February 28, 2023, before occupancy. All fees are listed on the vendor application. Your signature **is required** on the space use policies. **If payment is not made you will not be allowed to set up your booth for the convention.** Final payment can be made by cash, certified checks, or credit card. The Vendor Coordinator will assist you with this onsite.

All exhibitors must provide a description of products and services to be displayed or sold on the application. IBW reserves the right to refuse the sale of any products or services that conflict with the values of International Bible Way. Please provide your business name as well.

Vendor Application

Conference Name and Dates	
Company Name	
Point-of-Contact	
Street Address	
City, State, and Zip Code	
Daytime Phone	
Evening Phone	
Email	
Description of goods and/or services	

IBW Market Place Hours are 9am-8pm Daily
***Closed during Apostolic Teaching**

*Only after application is approved, please submit your expected arrival day/time to conference arrival to **Elder Kim Smith** on (240) 636-4238 or kimsmithsellsrealestate@gmail.com

Please submit this application with the Space Use Policies document signed and dated.

Space Rental Policies

1. Only bank checks, money orders, traveler's checks or cash will be accepted for deposit. **No personal checks will be accepted. A non-refundable deposit of \$100** must be paid before and no later than **15 Days prior to meeting start date**, to guarantee your space.

Payment in FULL must be received prior to and/or no later than the first official meeting day. NO REFUNDS! WILL BE ISSUED!

To withdraw you must have a life altering circumstance that would affect your ability to conduct business. Each case will be reviewed and processed with decision rendered within 30 days of your request.

2. Vendor must only occupy the contracted area/space. Additional space will require an additional fee. Use of a personal table or any other items that exceed the allotted space shall also incur additional costs.

The vendor shall abide by the prescribed vending **Hours of Operation**, including special called times. Vendor will set up in assigned spaces during designated times and notify the Vendor Committee of estimated time of arrival. Spaces should not be changed or rearranged without the expressed permission of the Vendor Committee.

No Exhibitor shall reassign, sublet, or share the allotted exhibit space. The Vendor Committee Chairperson and the authorized representatives reserve the right to request modification of any exhibit.

3. Vendor agrees to use contracted space for lawful purposes only and as approved by the Vendor Committee. Vendor shall conform to all local, state, and national laws, ordinances and regulations. Posting and/or distribution literature, samples and/or souvenirs are permitted only within IBW's contracted space.
4. All materials, products or merchandise must be sold in the area designated for vendor and not from hotel rooms, dining and public areas, etc. The hotel has the right to ask violators *who operate outside the contracted space* to leave the premises.
5. Vendor has the right to contact the hotel's sales department and request equipment needs outside the scope of this contract with IBW. Vendor shall pay for these requested additional items and notify IBW of these requests.

6. International Bible Way is not liable for any damages or destruction of any vendor property, theft, or injuries suffered by vendor employees. All claims for any such loss, damage, destruction or injury is expressly waived by the vendor and employees thereof.
7. IBW will make reasonable accommodations to return all funds if the conference is canceled due to an act of God or U.S. national or state emergency, to include strike, epidemic or cause beyond the normal control of the IBW.
8. The Vendor Committee will admit vendors based on space availability and acceptance of proposed goods and services.

All applications are subject to review. The Vendor Committee reserves the right to refuse vending space applicants and reject the proposed distribution of goods and services. **A previously approved application may be overturned should the committee learn of derogatory vendor information that conflicts with the values of IBW.**

Only on the basis of an application cancellation due to an overturned decision, the Committee will return any deposits made by the applicant. Cancelled applications due to non-compliance of *terms set forth elsewhere in the application shall not warrant a refund.*

9. International Bible Way is not responsible for vendor sales. No refunds or discounts will be given due to a negative return on investment.
10. Any vendor who violates any these policies will be asked to leave the premises without refund.

I have read the IBW Space Rental Policies and agree to abide by them. Furthermore, I will communicate these policies to persons *acting* on behalf of my company.

Print Name of Authorizing Agent

Date

Signature of Authorizing Agent

Date

PLEASE DO NOT WRITE IN THIS SPACE

Application and Space Use Policies Form received
Date received: _____

Application Type: Vendor Take One Sponsor

Exhibitor/Vendor notified of receipt

Contract reviewed

Contract pending/held for additional information

Contract approved

Estimate date of arrival to conference _____

Contract declined

Contract canceled by applicant in writing.

Date received: _____

Vendor notified of decision

Comments:

Total Amount Due _____

Amount of Deposit _____

Payment Type: Certified Check Money Order Traveler's Check

Payment Processed by: _____

Please Print