



2018 EXHIBITOR APPLICATION

Please fill out this form completely. (Please print or type.)

Date: ____/____/____

First Name _____ Last Name _____

Company Name: _____

Phone: (____) _____ Alternate phone:(____) _____

Mailing Address: _____

City: _____ ST: _____ Zip: _____

Email Address: _____

Number of booths requested: _____ (All booths are 10 x 10)

TYPE OF PAYMENT: CASHIER'S CHECK MONEY ORDER AMOUNT ENCLOSED: _____

DESCRIPTION OF ITEMS TO BE SOLD: (Please continue on back if more space is needed.)

ARE YOU A NEW EXHIBITOR? YES NO
 DO YOU NEED ELECTRICITY? YES NO
 DO YOU NEED A TELEPHONE? YES NO

ALL BOOTHS MUST BE PAID IN FULL WITH A CASHIER'S CHECK, MONEY ORDER OR DEBIT/CREDIT CARD ONLINE (COGIC.ORG) AND RECEIVED NO LATER THAN MAY 1, 2018.

Cost of [each] Booth - \$800.00

**PLEASE RETURN THE ORIGINAL APPLICATION WITH FULL PAYMENT OF \$800.
NO COPIES OF THE APPLICATION(S) WILL BE ACCEPTED.**

Please make Cashier's Checks and/or Money Orders payable to:
WOMEN'S INTERNATIONAL CONVENTION

CANCELLATIONS MUST BE RECEIVED NO LATER THAN MAY 1, 2018. THERE WILL BE A \$50.00 NON-REFUNDABLE FEE ON ALL CANCELLATIONS.

ABSOLUTELY NO SUB-LEASING OF BOOTHS IS ALLOWED

Please mail your completed application and payment to:
Women's International Convention
Mrs. Stella Watson - Financial Secretary
5 Touchstone Court, Mansfield, TX 76063
Questions: Contact, Mrs. Yvonne Conerly - (888) 673-7208 ext. 8
Email: exhibitswic@cofic.org



2018 EXHIBITION GUIDELINES AND INSTRUCTIONS

Listed below are instructions and guidelines that must be adhered to by Exhibitors. Please read carefully.

EXHIBITOR PARTICIPATION

1. Previous participation does not denote continuous or automatic participation in future events.
2. Exhibitors participating are notified in advance. If you are a wholesaler, please do not return this form. Wholesalers will not be permitted in exhibit.
3. **No imitation designer items are allowed to be sold in the exhibit.**

BOOTH SET-UP

1. Booths will be ready for Exhibitors to set-up on Saturday, May 26, 2018.
2. Move in time for set-up is from 8:00 am – 11:00 pm. Please do not show up prior to this time because you will not be allowed to set-up.
3. There will be no changing of booths!
4. **Due to the Memorial Day Holiday, there will be no moving in or activity on the dock on Sunday, May 27, 2018.**
5. If you miss the move-in date, you are completely on your own and may be charged a fee by the convention.

EXHIBITORS

The exhibit shopping hours will be:

<i>Monday, May 28, 2018</i>	Hours: 10:00 a.m. – 8:00 p.m.
<i>Tuesday, May 29, 2018</i>	Hours: 9:00 a.m. – 9:00 p.m.
<i>Wednesday, May 30, 2018</i>	Hours: 9:00 a.m. – 9:00 p.m.
<i>Thursday, May 31, 2018</i>	Hours: 9:00 a.m. – 9:00 p.m.
<i>Friday, June 1, 2018</i>	Hours: 9:00 a.m. – 8:30 p.m.
Move-out begin 8:30 pm on Friday, June 1st until	

2018 Exhibition Guidelines and Instructions cont.

BOOTH COSTS

1. **\$800 for a 10 x 10 booth**
2. Each booth contains one (1) table, two (2) chairs and one (1) trash can.
3. Additional furniture is available from the decorator.
4. Signs will be made for exhibitors whose forms and payment are received in full by **May 1, 2018.**
5. The fee for security is included in your booth cost.

SUB-LEASING

There will be NO sub-leasing. If you are found sub-leasing, your exhibitor contract will be terminated indefinitely, and you will not be allowed to exhibit in the CHURCH OF GOD IN CHRIST WOMEN'S INTERNATIONAL CONVENTION again.

ELECTRICITY

Telephone or electric services will be available at the Convention Center.

SHIPPING

Information packets, including shipping information will be sent directly to you by the Decorator once booth is paid in full. The Decorator:

Mr. Dan Cartledge

Phone: (262) 670-1300

Email: dancartledge@wi-expo.com

LOST AND STOLEN

The Church of God in Christ and staff will not be responsible for items lost or stolen.

PAYMENT

1. Please make money order or cashier's check payable to:
Women's International Convention
2. NO PERSONAL OR COMPANY CHECKS WILL BE ACCEPTED. All personal or company checks will be returned. Only money orders, cashier's checks, credit/debit cards will be accepted for payment.
3. Please keep your receipts or stubs as proof of payment.
4. No credit will be extended. Partial payments **will not** be accepted.

2018 Exhibition Guidelines and Instructions *cont.*

5. All booths are required to be paid in full by **May 1, 2018**.
6. **Cancellations** must be received **May 1, 2018. There Will Be No Exceptions.**
7. **Mail to payment and application to:**
Women's International Convention
Mrs. Stella Watson - Financial Secretary
5 Touchstone Court
Mansfield, TX 76063
Phone: (817) 477-4744

**Out of respect for our church, you must adhere to the following:
NO SMOKING, ALCOHOLIC BEVERAGES, OR
ILLEGAL DRUGS WILL BE ALLOWED.**

For additional information, contact:

**Mrs. Yvonne Conerly
Exhibit Chairperson**

**Phone: (888) 673-7208 ext. 8
Email: exhibitswic@cogic.org**

