



# 2024 VENDOR OPPORTUNITIES

## INTERNATIONAL CONVENTION COMMITTEE

**Bishop R. C. Lawson**, Establishmentarian • **The Late Bishop W.L. Bonner**, Chief Apostle

**Bishop James A. Maye**, Presiding Apostle • **Bishop Bradford Berry**, Convention Committee Liaison

**Bishop William Wilkins, Jr.**, Chairman • **Dr. Celeste A. Johnson**, Vice Chair • **Bishop Sylvester Reid**, Convention Manager

**Minister Howard Lindsay**, Convention Treasurer/Chairman of Finance • **Sister Shawn Morrison**, Publicity Manager

**Sister Kameko Barker**, Housing Coordinator • **Deacon Edward Collins**, Security Coordinator

Dear Recipient:

Warm greetings in the spirit of unity and fellowship! We trust this letter finds you in good health and enjoying the Blessings of the Lord! On behalf of the Church of our Lord Jesus Christ, we are delighted to extend a personal invitation for you to showcase your product or business at the upcoming 105th Holy Convocation, scheduled to take place from July 24th to 28th, 2024, at the Rosen Shingle Creek Resort in Orlando, Florida.

This convocation is poised to be a momentous event, and we believe that your presence will significantly enhance the overall experience for our esteemed attendees. As a valued member of the COOLJC or relevant church affiliation community, we present a special opportunity for you to secure a vendor table at the following rates:

Deadline Date	COOLJC Member	Non-Affiliates
Early Bird Submission	\$650	\$800
After March 1, 2024	\$750	\$950
After July 1, 2024	\$1,000	\$1,250

This year, we are excited to introduce the option to showcase your business for one-day at the rate of \$300.00. If you have a business and would like the opportunity to share your products with the delegates for one-day **only**, we welcome your participation.

**As a vendor, you will receive the following amenities:**

1. 10 x 10 booth provided by Source One Events
2. 2 Chairs
3. 1 Table
4. 1 Wastebasket or designated area wastebasket
5. Complimentary Vendor Welcome Packet
6. One (1) copy of the conference guide
7. Signage provided by Source One Events

Please note that services such as carpet padding, electrical connections, and internet services are not included in the vendor fee but can be arranged directly through the Rosen Shingle Creek Resort at an additional cost.

To secure your spot and participate in this celebration of faith and community, please complete the attached vendor application.



CHURCH OF OUR LORD JESUS CHRIST OF THE APOSTOLIC FAITH, INC.

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I would be delighted to discuss the details of our vendor opportunities and answer any questions you may have. Please contact me at (617) 605-3904 or [sherri.green@cooljc.org](mailto:sherri.green@cooljc.org). You may also visit our website: [www.icc-cooljc.org](http://www.icc-cooljc.org).

We eagerly anticipate your enthusiastic participation and the opportunity to showcase your offerings at this significant gathering. If you have any questions or require further assistance, please do not hesitate to contact us at [sherri.green@cooljc.org](mailto:sherri.green@cooljc.org).

Thank you for considering this invitation. We look forward to a blessed and fruitful collaboration at the 105th Holy Convocation.

Workers Together in Kingdom Building,



Sherri M. Green  
COOLJC Vendor Coordinator



[WWW.COOLJC.ORG](http://WWW.COOLJC.ORG)



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NEW YORK, NEW YORK 10027



(212) 866-1700

# 105<sup>TH</sup> INTERNATIONAL HOLY CONVOCATION

JULY 24 – 28, 2024    †    ORLANDO, FLORIDA



## VENDOR INFORMATION, RULES & REGULATIONS

*In order to maintain a professional environment for all participants, vendors are required to comply with the procedures outlined below. Please be advised that by submitting an application and paying the vendor fee, you have agreed to the Rules & Regulations below.*

**PAYMENT TERMS & CONDITIONS:** Only fully paid vendor registrants will be guaranteed a table and vending space. Those who have not fulfilled their registration requirements by the stated deadline will not be guaranteed a table and/or space. Payments and registration forms received after the deadline will be returned to the applicant at the discretion of the Vendor Coordinator. Applications and a deposit payment of \$200.00 is due by April 15, 2024. Final payment is due by June 3, 2024. Vendors who miss the above deadlines will not be guaranteed a table or vending space and a late fee of \$150.00/\$250 will be assessed. Space is limited and will be assigned on a first come, first serve basis. Cash, money orders, certified bank checks, or credit card will be the only forms of payment accepted. Once the application has been approved, the vendors will be notified via telephone or email and will be provided further information on the COOLJC convention.

- **VENDOR ORIENTATION:** Vendor Orientation will be held on **Monday, July 22, 2024, at 11:00 a.m.** The location will be included in the yearly introduction letter. All vendors must be in attendance to receive space during the convention. Important information (including electricity costs, locations, etc.) will be given out during this meeting. If you do not attend, you will be assigned space as available.
- **TABLE SETUP AND BREAK DOWN:** Vendor setup will be on **Monday, July 22, 2024**, beginning at 1:00 pm – 9:00 pm at the location noted on the introductory letter. Please refer to this letter for detailed information. Late vendor displays/exhibits will **NOT** be allowed to setup during public vending hours. **ALL VENDOR TABLES MUST BE DISMANTLED AND REMOVED FROM THE VENDING AREA NO LATER THAN 12:00 PM, SUNDAY, JULY 28, 2024.** Any booths/exhibits that exceed this time frame are subject to any removal/late fees charged by the facility. ***\*Subletting of booth/space is prohibited.***
- **VENDING HOURS:** The booths will officially open on **Tuesday, July 23th and close on Saturday, July 27th.** Daily booth hours are from 8:30 am – 11:00 pm.
- **TABLES:** One table (depending on the vendor application) is available with 2 chairs. Any additional equipment, i.e., electricity, displays, telephone, etc. must be bought by the vendor at the vendor's expense and must stay within the area designated for the vendor.
- **USE OF VENDOR TABLES:** The use of the tables must adhere to what was approved in the vendor's application. The sale of COOLJC branded items is prohibited. This includes, but is not limited to, logos/images, text, audio, and video. No offensive articles or illegal items (e.g., "bootleg CD's") will be allowed to be exhibited at the convention. Vendors must maintain a clean working area around the booth. **THE FACILITY WILL ALLOW NO FOOD/BEVERAGE ITEMS TO BE SOLD OR GIVEN AWAY. Any items deemed to be COOLJC branded will not be allowed to exhibit at the convocation.**
- **NAME TAGS:** Nametags for each vendor table will be made available.
- **HANGING DISPLAY ITEMS:** No items or displays should be hung on ballroom/convention center walls. All materials and displays are limited to the space in the vendor designated table area.
- **LIABILITY:** The Church of Our Lord Christ of the Apostolic Faith, Inc. (COOLJC, Inc.) is not responsible for lost or stolen items in or around the vendor booth or fees assessed to the vendor for illegal food/beverage items given/sold on premises.
- **PROBLEM RESOLUTION DURING THE CONVENTION:** The Convention Committee will have Vendor representatives available to provide vendors with any additional support that may be needed during the convention. These representatives will be introduced to you during the Monday orientation and setup. If you are unable to find a representative, please contact the following vendor committee person(s) located at the Registration Desk.
- **SHIPPING AND RECEIVING:** Shipping and receiving cost will be the responsibility of the vendor. The Convention Committee will not be liable for in cost associated with the shipping and/or receiving. The Convention Committee also will not be responsible for any lost or damaged items related to this.
- **ADDITIONAL FEES:**  
TO BE ANNOUNCED
- **SHIPPING INSTRUCTIONS:**  
TO BE ANNOUNCED
- **SHIPPING & RECEIVING FEES:**  
TO BE ANNOUNCED



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JULY 24- 28, 2024 † ORLANDO, FLORIDA



## VENDOR APPLICATION &amp; CONTRACT

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Application & Fee Postmark Dates	COOLJC Member	Non-Affiliates
<b>Pay Current Rates if you apply during the 2023 Holy Convocation.</b> (Discount applies to submission of the Application & full Payment only.)		
<b>Early Bird Submission:</b>	\$650.00	\$800.00
<b>After March 1, 2024</b>	\$750.00	\$950.00
<b>After July 1, 2024</b>	\$1,000.00	\$1,250.00

Your Full Name: .....

Business Name: .....

Business Phone: .....

Mobile Phone: .....

Email Address 1: .....

Email Address 2: .....

Mailing Address: .....

City: .....

State: ..... Zip: .....

Is your merchandise independently insured? ☐ Yes, Name of Insurance Co. .... ☐ No

\*COOLJC is not responsible for the lost or theft of items and/or goods from your booth/setup area, mailings sent to/from the convention site, or storage space used.

<b>COOLJC MEMBER</b>	<b>Church Name:</b> .....
	<b>Church Address:</b> .....
	<b>City, State, Zip:</b> .....
<b>NON-AFFILIATED</b>	<b>Church/Org. Name:</b> .....
	<b>Church Address:</b> .....
	<b>City, State, Zip:</b> .....

LIST TYPES OF ITEMS TO BE SOLD (use additional paper if needed):

- .....
- .....
- .....

Total Amount Enclosed: .....

Send all forms to: **Sister Sherri Green, COOLJC Convention Vending Committee**  
**P.O. Box 490033| Everett, MA 02149**  
**(617) 605-3904; email: sherri.green@cooljc.org**

**\*DISCLAIMER OF RESPONSIBILITY:** Neither the Church of Our Lord Jesus Christ of the Apostolic Faith, Inc., its subsidiaries, auxiliaries and departments (including but not limited to the International Convention Committee), its officers affiliates, officers, Board of Apostles, and agents nor the site hotel/convention center facility and staff shall be liable for claims arising out of injury, theft or damage to exhibitor's display, equipment, and other property brought onto the premises of the Convention Center and/or Hotel. The exhibitor assumes the entire responsibility for losses and damages, and shall indemnify and hold harmless Church of Our Lord Jesus Christ of the Apostolic Faith, Inc., its subsidiaries, auxiliaries and departments (including but not limited to the International Convention Committee), its officers affiliates, officers, Board of Apostles, and agents nor the site hotel/convention center facility and staff from all such losses, damages, and claims.

By signing below, I agree with the rules, regulations, stipulations and outlines of this Vendor Contract and the Vendor Information, Rules and Regulations.

Signature: ..... Printed Name: ..... Date: .....