

37th Southeastern Lectureship Vending Information

Dear Prospective Vendors:

The Vendor Committee of the 37th Annual Southeastern Lectureship invites you to join us as a vendor. The 37th Annual Southeastern Lectureship will be held October 2 – October 8, 2010 at the Greensboro Airport Marriott.

The enclosed information covers the details for vending during the 37th Southeastern Lectureship. The registration and payment deadline is July 31, 2010. Your completed application and full payment must be received by the deadline.

Vending fees are a flat \$150(no minimum or maximum # of days), with additional tables costing \$30 each. There are additional costs for electrical and telephone lines. Vendors are responsible for operation of credit card machines with a 9+ dial out. All services required for your booth must be paid by the deadline to ensure timely planning for your vending opportunity. The acceptable methods of payments are money orders, cashier's check or personal check. Once all spaces have been committed, we will notify subsequent vendors of our full status.

The vendor shipping instructions and directions to the dock will be mailed to confirmed vendors. If you have questions, please call 336-379-1492 or e-mail coliseumblvdcoc1@bellsouth.net. After September 1, 2010, cancellation of a paid space will result in 50% of the fee being retained by the 37th Annual Southeastern Lectureship.

Thank you in advance for considering our event for your vending needs.

Sincerely,

Jesse Tolliver, III
Chairperson – Vending
37th Southeastern Lectureship

Enclosure

37th Annual Southeastern Lectureship Vending Application

IMPORTANT DETAILS:

- Perishable & counterfeit goods cannot be sold
- Vendors must check-in at the Registration Desk.
- Vendors will not be allowed to their booth until designated vending times each day.
- Vendors must adhere to the hotel policy referencing the transport of good to the hotel loading dock.

Please print.

NAME: _____

BUSINESS/ORGANIZATION: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

PHONE NO: _____ (home) _____ (business) _____ (cell)

EMAIL ADDRESS: _____

VENDING FEE: \$150 (no minimum number of days)

NUMBER OF DAYS NEEDED: Saturday Sunday Monday Tuesday Wednesday Thursday

Vendor set-up is from 6 p.m. – 11p.m. on Saturday, Vending Booth will be open daily from 8 a.m. – until each day.

ADDITIONAL TABLES: \$30/day

SPECIAL NEEDS: \$25 per day (20amps/120V Electrical Line) \$50 per day (Credit Card/Telephone Line)
 \$150 per day (60amps/120V Electrical Line)
 \$225 per day (100amps/208V Electrical Line)
 \$300 per day (100amps/208V Electrical Line)
 \$350 per day (200amps/208V Electrical Line)

REGISTRATION and PAYMENT DEADLINE is JULY 31, 2010

AMOUNT ENCLOSED: \$ _____

PLEASE MAKE CHECKS PAYABLE TO: 2010 SOUTHEASTERN LECTURESHIP

Mail To: 37th Southeastern Lectureship
c/o Vendors Committee
P.O. Box 3506
Greensboro, NC 27402

Vendors Chairperson – Jesse Tolliver III – 336-707-2596