

# Michigan Catholic Women's Conference

Saturday, October 21, 2023

## Vendor/Exhibitor Contract

VENDOR

EXHIBITOR (no sales)

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ CONTACT \_\_\_\_\_

EMAIL \_\_\_\_\_ WEBSITE \_\_\_\_\_

Names of Representatives attending conference (two allowed per table):

1: \_\_\_\_\_ 2: \_\_\_\_\_

Please note any dietary restrictions for lunch.

PRODUCTS/SERVICES PROVIDED: \_\_\_\_\_

Vendor/Exhibitor Tables are 8 foot in length and will be draped and skirted.

\_\_\_\_\_ # Vendor Table(s) \$250 for first table, \$100 each additional table  
(Includes 2 conference tickets)

\_\_\_\_\_ # Exhibitor (NO SALES) Table(s) \$150 for first table, \$50 additional table  
(Includes 2 conference tickets)

\_\_\_\_\_ Access to electricity \$20

\_\_\_\_\_ TOTAL AMOUNT DUE

11" x 17" BOOTH SIGN PROVIDED-Please provide name for sign (32 characters)

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Cancellation Policy: Fees will be refunded if you cancel *before* September 15, 2023

Deadline to be included on the vendor list in the conference program: September 18, 2023

# Michigan Catholic Women's Conference

## Vendor/Exhibitor Agreement

The vendor agrees to abide by all vendor terms/conditions set forth by the Michigan Catholic Women's Conference and that of the Lansing Center, 333 E. Michigan Avenue, Lansing, MI 48933.

It is expressly forbidden to sell or promote any product that is in opposition to the teaching or governance of the Catholic Church. All vendors should aspire to protect the integrity of faith and the unity of the church as representatives at this event.

I agree to the above mentioned terms and conditions.

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

Name and  
Title: \_\_\_\_\_

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

Please make your check payable to the *Diocese of Lansing* and in the memo area PLEASE write *Michigan Women's Conference Vendor*. Send your check along with a **signed and completed copy of this contract agreement**. If you prefer to pay with a credit card, Contact Judy at the information below. (dollar amount will include a surcharge fee).

If you have any questions, please contact:

**Judy Trudeau at 810-923-1610 or email at [judith.trudeau@gmail.com](mailto:judith.trudeau@gmail.com)**

Make checks payable the Diocese of Lansing

Send to: DIOCESE OF LANSING

c/o Registrar - MCWC Vendor

228 N. Walnut

Lansing, MI 48933

### OFFICE USE ONLY

Received payment of \$ \_\_\_\_\_ on (Date) \_\_\_\_\_

Check #: \_\_\_\_\_ Credit Card Online \_\_\_\_\_ Sponsorship Discount \_\_\_\_\_

# of Tables: \_\_\_\_\_ Confirmation Email Sent: \_\_\_\_\_

# of Tickets: \_\_\_\_\_ Set up Information Sent: \_\_\_\_\_