



EMPIRE BAPTIST MISSIONARY CONVENTION OF NEW YORK, INC.

Reverend Dr. Carl L. Washington, Jr., Convention President

VENDOR RULES AND REGULATIONS

GENERAL INFORMATION

- Applications will be accepted in the order that they are received and must be approved prior to any payments made.
- Once application has been approved, a deposit of 50% of the fee for the appropriate session may be made by cashier's check, money order, or personal check. Please note that any personal check returned for insufficient funds will be charged a **\$50.00** fee.
- All vendor payments are to be made payable to: EMPIRE BAPTIST MISSIONARY CONVENTION, INC. and mailed to the following address:

*Reverend Sandra Baker
16 Club House Drive, Unit 3D
Fishkill, New York 12524 – 3628*

- The Convention reserves the right to cancel any contract when there is a conflict with the principles of the Empire Baptist Missionary Convention of New York, Inc.
- If you have any questions or concerns, contact Reverend Sandra Baker at 914.497.3403.

EXHIBIT INFORMATION

- All exhibit space includes: (1) 8-foot table and (2) chairs. An additional table may be provided, if available, at an additional fee. **(NO PERSONAL TABLES WILL BE ALLOWED).**
- Upon approval of vendor application, to receive a table assignment, the 50% deposit is required. **The final payment is due the first day of the event.** NO ALCOHOL, DRUGS, ASPIRIN OF ANY KIND ARE TO BE SOLD.
- Any cancellation of exhibit tables **MUST** be received in writing no later than two weeks prior to the event. The Empire Baptist Missionary Convention will retain 50% of all monies received. **NO REFUND** will be given once the event has begun.