

THE GREATER ALLEN A.M.E. CATHEDRAL OF NEW YORK

# Women's Ministry

*The Reverend Elaine M. Flake, D. Min., Pastor & Women's Ministry Advisor*

February 8, 2022

Dear Exhibitor:

Greetings in the Name of our Lord and Savior Jesus Christ!

Thank you for your interest in being an Exhibitor at the GAC Women's Conference 2022.

This year's theme is "**COVERED.**" The conference will take place at **The Greater Allen A.M.E. Cathedral of New York**, located at **110-31 Floyd H. Flake Boulevard (formerly Merrick Boulevard) Jamaica, New York 11433 on Thursday, April 21, 2022, - Saturday, April 23, 2022.**

This will be a tremendous opportunity for Exhibitors to display and offer merchandise to the attendees that will come from all over the United States. The conference will be advertised through several media channels such as internet, print and radio allowing for a wide range of Exhibitor exposure.

**\*Exhibitors booth will be in The Cathedral's "Great Hall". The hours of operations are as followed:**

*Thursday, April 21<sup>st</sup> (5:00pm - 9:00pm)*

*Friday, April 22<sup>nd</sup> (3:00pm - 7:30pm)*

*Saturday, April 23<sup>rd</sup> (9:00am - 5:00pm)*

**The vendor space will include (1) one 6-foot table and (2) two chairs.** Space is limited, so your timely response is encouraged. If you are interested in this exhibiting opportunity, please download and review the detailed Exhibitor guidelines and fee requirements. For your application to be considered **both the Exhibitor Application and Exhibitor Letter of Agreement** must be completed, signed, and submitted along with your **total** required fee to **The Greater Allen A.M.E. Cathedral of New York** by **Monday, March 14, 2022.**

Checks should be made payable to **GAC – Women's Conference 2022** and mailed to:

**The Greater Allen A.M.E. Cathedral of New York  
Women's Conference 2022-Vendor Services  
110-31 Floyd H. Flake Boulevard  
(formerly Merrick Boulevard)  
Jamaica, New York 11433**

For further information or additional questions, please contact **Sis. Carmen Cherry** at **(917) 841-0143**, or email: [Womensministry@allencathedral.org](mailto:Womensministry@allencathedral.org)



Ph: 718.206.4600 Fx: 718.526.1311 [www.allencathedral.org](http://www.allencathedral.org)  
110-31 Floyd H. Flake Blvd. Jamaica, New York 11433



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## EXHIBITOR LETTER OF AGREEMENT

### Rules of Participation

#### Fee

\$150.00 - Covers One (1) space during Conference days Thursday, Friday and Saturday

\$300.00 - Covers Two (2) spaces during Conference days Thursday, Friday, and Saturday

Exhibitors will be responsible for breakdown and set-up each day. One six-foot table and two chairs will be provided per Exhibitor space. Due to limited space **ONLY (1) display rack is permitted and must be contained within the 10'X 10' space.** Products are limited to **ONE** type of item per space. NO ADDITIONAL TABLES WILL BE ALLOWED! **NON-NEGOTIABLE!**

Exhibitors must remain with their merchandise throughout the day and be prepared to **remove and secure all merchandise at the end of each day.** No storage space is available. The Greater Allen A.M.E. Cathedral of New York will NOT assume responsibility for any missing or damaged merchandise. Exhibitors **must not tack, tape or post** anything on the walls or curtains in the facilities. Please refrain from encroachment on other participating Exhibitor's space.

**FULL PAYMENT** of Exhibitor fee must accompany the **Exhibitor Application and the signed Letter of Agreement.** **Payment of fees DO NOT guarantee placement.** The GAC Women's Conference Committee will determine placement. Exhibitors not placed will be notified and a refund of payment will be issued promptly. Exhibitor fees are non-refundable after **Notice of Acceptance** has been made. All costs incurred are the **sole responsibility** of the Exhibitor.

By my signature, I acknowledge that I have **READ and AGREE** to the **Letter of Agreement and Rules of Participation** as outlined by **The GAC Women's Conference 2022** and I will hold harmless **The Greater Allen AME Cathedral of NY** from any loss or damaged merchandise.

Name \_\_\_\_\_

(PLEASE PRINT)

Signature \_\_\_\_\_ Date \_\_\_\_\_

(FOR GAC USE ONLY)

Payment Received \_\_\_\_\_ Check Number \_\_\_\_\_ Payment Returned \_\_\_\_\_



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**GAC WOMEN'S CONFERENCE 2022**  
**THURSDAY, APRIL 21, 2022 – SATURDAY, APRIL 23, 2022**  
**"COVERED"**  
**EXHIBITOR APPLICATION**

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone No. (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

(Cell) \_\_\_\_\_ (Fax) \_\_\_\_\_

(Email) \_\_\_\_\_

Please provide a description of merchandise (Products should be limited to one type of item per space)

\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_ Yes, I am interested in participating as an Exhibitor for the **GAC Women's Conference**,  
and fully **ACCEPT** the responsibilities as outlined.

I will participate Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_

**Total Amount Enclosed \$ \_\_\_\_\_**

To be considered Exhibitors Fee(s) must be **POSTMARKED** no later than **MARCH 5, 2022**

**NO CHECKS OR APPLICATIONS WILL BE ACCEPTED AFTER MARCH 13, 2022**

Make check payable to: **GAC-Women's Conference 2022**

Mail to: **GREATER ALLEN A.M.E. CATHEDRAL OF NEW YORK**

**WOMEN'S MINISTRY – VENDORS**

**110-31 FLOYD H. FLAKE BOULEVARD (Formerly Merrick Boulevard)**

**JAMAICA, NEW YORK 11433**