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 **United Most Worshipful St. John’s Grand Lodge, A.F. & A.M. and**

**Daughters of Universal Grand Chapter, O.E.S.**

Jurisdiction of Louisiana, Host

**Crown Plaza Hotel**

 **102nd Biennial Supreme Session**

**Vendor Application**

***Please Print All Information legible:***

|  |
| --- |
| Name: |
| Address: | City: | State: | Zip Code: |
| Name of Business: | Type of Services or Merchandise: |
| No. of Tables: | No. of Days Needed: | Electrical Needed? | Amt Enclosed: $ |
| Print Name:  | Signature: | Date: |

**" Please enclose a business card"**

Applications are accepted on first come and first paid basis. Applications and payment for a booth rental are due on or before the 2nd day of March 2024. Please make checks or money orders payable to: **United Most Worshipful St. John’s Grand Lodge.** (please note Vendor's Fee in the Memo Section). ***In order to secure a booth rental, a non-refundable booth rental deposit of $50.00 must accompany this application.***

The fee per day for a booth rental is **$100.00 or $300.00** for *(Wednesday, Thursday, Friday, and Saturday).* **Please check the day or package you would like, so we can reserve your location with the hotel.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Monday****7/29/2024****$100** | **Tuesday****7/30/2024****$100** | **Wednesday****07/31/2024****$100.00** | **Thursday****8/01/2024****$100** | **Friday****08/02/2024****$100** | **Special Package****Friday- Saturday****$150.00** |
|  |  |  |  |  |  |

**Please mail checks to:**

**U.M.W. St. John’s Grand Lodge**

**1809 O.C. Haley Blvd.**

**New Orleans, La. 70113**

**Online Payment Link:**

<https://www.saintjohnsgl.com/products/>

If you have questions or concerns regarding this form, please contact Brother Wennal Hall or Sister Phyllis M. Harris @ (985) 634-4424 or biennial.vendors@saintjohnsgl.com.

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#### **VENDORS AGREEMENT**

Dear Vendor,

We invite you and your company to be part of our 102 Biennial Session which is being held from July 29, 2024 through August 3, 2024.

Vendor spaces are available on a first come basis. Vendor spaces are available on a first come basis. The cost to rent a Booth for this event is $100.00 per day or $550.00 for six (6) days. The booth rental includes a table, a chair, and an electrical outlet.

A non-refundable deposit of $50.00 is required to secure a Booth rental.

You may also purchase extra tables and space at an additional cost.

Booth availability will start Monday, July 29, 2024 through Saturday August 3, 2024.

**Please note that all booths must be closed by 4:00 p.m. Saturday, August 3, 2024.**

**Vendor Responsibility:**

1. Any damages to the **Crown Plaza Hotel**.
2. Removal of material and their product at the close of the day(s} on a daily basis.

Applications must be returned with the appropriate fee(s) no later than **June 1, 2024.** Please make checks/money orders payable to **U.M. W. St. John’s Grand Lodge*****(Please put Vendor Fee(s) in the memo section).***

Please return your Application and Contract alone with your check or money order to:

**U.M.W. St. John’s Grand Lodge**

**1809 O.C. Haley Blvd.**

**New Orleans, La 70113**

If you have questions or concerns regarding this form, please contact Brother Wendal Hall or Sister Phyllis M. Harris @ (985) 634-4424 or biennial.vendors@saintjohnsgl.com.

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####  **VENDOR EXHIBIT CONTRACT**

**RE: VENDOR AND EXHIBIT SPACE RULES, REGULATIONS, AND INFORMATION**

A duly organized agent of the vendor must sign the application for vendor's space. Full payment per vendor's space (s) must accompany the signed contract together with all other vendor's forms.

**Vendor Space:** It is the duty and responsibility of each vendor to arrange for their daily installation and dismantling of their space at the close of the day. No security will be provided; all goods are displayed and stored at the risk of the vendor.

Vendors are advised to carry insurance against theft, loss, damages, and fire.

**Use of Space:** The vendor or exhibitor display must be contained completely within the specified boundaries of the space allotted. No portion of the display may extend into the aisle or into any adjourning space outside the perimeters of its assigned space.

No vendor or exhibitor shall assign or share space without the knowledge of the Most Worshipful Hiram Grand Lodge A.F. & A.M. of Maryland.

**Stand Space:** The standard and equipment furnished by the Hotel will consist of a skirt, table, and two chairs. The table measure 6ft., additional lighting and must be purchased from the Hotel.

**Cost of vendor and exhibit space:** Each vendor of exhibitor must pay according to the prices listed on the Vendor's Agreement Form. All Fees must be paid in advance to: The Hiram Grand Lodge.

I have read and signed the rules and regulations as outlined in this document and my accompanying information. I understand that my failure to comply with the rules and regulations may result in my goods, products or services and space to be removed from the Vendor exhibitor area.

Print Your Name

Signature Date