

Dear Vendor:

Thank you for your interest in participating as a vendor in our upcoming Business Expo at our **2009 Sons, Daughters and Covenant Partners Fellowship Convocation** to be held in Charlotte, NC. The conference will take place **September 10-12, 2009** at the Embassy Suites Hotel & Conference Center, 5800 John Q Hammons Dr. NW, Concord, NC 28027. I am excited about the people of God from all walks of life and faith coming together in the Spirit of Unity as we focus on The Kingdom.

We have outlined below the requirements for Business owners to participate during this conference.

1. All displays and business transactions must be limited to the designated areas as directed by the security staff or concierges. There will **NOT** be selling of any kind outdoors or in the hallways on any of the Conference days.
2. We are a Christian organization hosting this event and we require that all vendors abide by and adhere to the regulations set forth by the host of this event and the Embassy Suites Hotel and Conference Center.
3. There will be a \$125 **registration** fee to display your products or business services, which includes registration for the conference and one table. IF more tables are needed, there is an additional cost of \$25 per table. Additional fees do apply for other needs, i.e. flip charts, internet access, etc. (**Please see registration form for what those costs are.**)
4. A completed registration form with your business card, samples, or pictures of your products/services must be completed **PRIOR** to setting up any displays at the Embassy Suites Hotel and Conference Center.
5. All business transactions must be handled in a professional, courteous manner, representing the "excellence" and order of the God we serve.

I hope this information is helpful to you as you plan and prepare for participation in this conference. Whether you are in the start up of your business or well established, we welcome you. Thank you for supporting the 2009 Fellowship Convocation.

Sincerely,

**International Network of Churches, Ministries and Businesses**  
and

**Twenty 1<sup>st</sup> Synergys**

**Minister Michelle D. Bennett**

301.604.2800, x212

convocation2009@bishopjam.org

# 2009 Sons, Daughters and Covenant Partners Fellowship Convocation BUSINESS EXPO – REGISTRATION FORM

September 10-12, 2009

<b>Company Name</b>	
<b>Type of Business/Svc</b>	
<b>Contact Name</b>	
<b>Contact Title</b>	
<b>Street Address</b>	
<b>City, State Zip</b>	
<b>Country</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Email Address</b>	
<b>Website Address</b>	
<b>Additional Information</b>	

## COST

**Vendor Registration: \$125 (includes 1 table and registration for conference)**

Please indicate your needs for any of the following. Note that additional fees will apply.

Internet Access

- DSL - \$25.00
- Wireless - \$50.00

Electrical

- 120v service - \$50.00
- 208v service - \$75.00
- Extension Cord - \$5.00
- Power Strip - \$10.00

Phone Line(s)

- Dial "9" Line - \$100
- Direct Dial Line - \$200

Additional Tables

- \$25 each

Easel and Flip Chart

- Easel - \$15.00
- Flip Chart Pad - \$20.00
- Markers - \$2.00 each

Other

- Please specify and cost will be provided.

# METHOD OF PAYMENT

Online at <http://www.bishopjam.org> via **PayPal**.

Credit Card/Check or MO: \_\_\_\_\_

Card Type: \_\_\_\_\_  
(**Visa, Master Card, American Express, Discover**)

Card Holder's Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

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

CSV Code: \_\_\_\_\_

Check / Money Order: \_\_\_\_\_  
(**Please make checks/money orders payable to Twenty 1<sup>st</sup> Synergys, Inc.**)

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## FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Pastor's Signature: \_\_\_\_\_