



NCOCL 2019 Vendor Registration Form

Description of Event:

National Churches of Christ Lectureship 2019, Tinley Convention Center, Tinley Park-Chicago, Illinois

NCOCL Vender Information and Requirements: *Please read carefully*

All vendor location requests will be considered on a first come. Vender spaces during the Lectureship are limited by Hotel requirements - first serve basis and honored whenever possible. The non-refundable Vendor fee is \$100 for the Lectureship week. **This form can be emailed to 2019@ncocl.net or form and payment mailed to N. Glenn Heights Church of Christ, 1207 Willow Run Dr., Glenn Heights, Texas, 75154. NCOCL Vendor Committee numbers are (972)357-6637 or (708)334-0937.**

Venders may provide you're their own tables but tables and chairs will be provided if requested.

Please provide a detailed description of your booth items on the form (attach an additional sheet if necessary) and, if possible, attach photos of sample items.

All vendors have access from 8:00 a.m. to 10:00 pm Monday thru Thursday and 8:00am – 8:00pm Sunday of the Lectureship. The vendor is responsible for leaving the vendor area in the condition that it was originally received, i.e. removal of all debris such as boxes and trash.

All vendors are required to show proof of liability insurance and read and sign attached waiver. Please fill out vendor registration completely.

Vendor Registration Forms must be submitted by February 25, 2018 but Vendor spots may not be available at the deadline date.

Vendor Name: _____ Contact: _____ Address: _____

City: _____ State _____ Zip: _____

E-mail _____ Phone(s): _____

Type of Booth & Description: Please indicate type(s) and provide description.

- | | | | |
|-------------------------------------|---------------------------------------|---|--------------------------------|
| <input type="checkbox"/> Business | <input type="checkbox"/> Food | <input type="checkbox"/> Clothing | <input type="checkbox"/> Other |
| <input type="checkbox"/> School | <input type="checkbox"/> Art or Craft | <input type="checkbox"/> Books/Videos | |
| <input type="checkbox"/> Non-Profit | <input type="checkbox"/> Religious | <input type="checkbox"/> Songs/CDs/DVDs | |

Please give a detailed description of your products/services. Table(s) Needed? _____ Quantity _____

Waiver: The NCOCL Lectureship reserves the right to refuse any vendor application, should this occur the fee will be refunded. The Vendor shall defend, save and hold harmless the City of Tinley Park, NCOCL Lectureship, Tinley Park Convention Center, their respective advisors, agents, supporting congregations of churches of Christ, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism or any other loss or injury whatsoever or not specifically described herein, whether past, present or future. Booths are not insured by the City of Tinley Park, NCOCL Lectureship or any sponsoring congregations or agents thereof. Exhibitors must make provisions for safeguarding their goods. Exhibitor assumes full liability for protecting, care and maintenance of exhibitor's property. **ANY VENDOR NOT HOLDING VALID LIABILITY INSURANCE EXHIBITS AT THEIR OWN RISK AND ASSUMES ALL LIABILITY.**

Please sign to acknowledge that you have read all of the information, rules and regulations and agree to be bound by this agreement.

Signed: _____ **Date:** _____

Date received:	_____
Booth #:	_____
Tables#:	_____