



Application for Vendor & Exhibitors

Gateway Men's Summit
May 16-17, 2019

Contact:
Tim Emrick
Tim.Emrick@Gatewaystaff.com
(817) 552-3748

Return Form To:
Gateway Church
500 Nolen Dr #300
Southlake, TX 76092

1. Directory Listing Info:

A. Company Name

B. Primary Contact Name

C. Title/Position

D. Address

City State

Zip Code Country

E. Primary Phone Alternate Phone

F. Email Address

G. Website

2. Products & Services (Check One):

- Retailer Network
- Artist Non-Profit

Description of Company & Services:

3. Vendor Past History

Relationship to Gateway Church:

Contact at Gateway Church:

Previous Conferences Worked:

Attendee Names:

Vendor Packages | *Intent to Sell*

***Examples of what you plan to sell need to be submitted before approval.**

***Sales Commission – 10% of Gross sales. Settlement and final payment takes place at the end of the conference.**

_____ Indoor **\$750**

*Limited Spaces Available

- 10x10 Booth Placement
- Pre, *During*, & Post Service Graphic Slide
- Listed on Men's Summit Website

_____ Outdoor **\$350**

- 10x10 Booth Placement
- Pre & Post Service Graphic Slides
- Listed on Men's Summit Website

*Placement of your booth is at Gateway Men's discretion.

Vendor Packages | *Informational/Promotional Only

***Examples of what you plan to display need to be submitted before approval.**

***Placement of your booth is at Gateway Men's discretion.**

_____ Indoor **\$2000**

*Limited Spaces Available

- 10x10 Booth Placement
- Pre, *During*, & Post Service Graphic Slide
- Listed on Men's Summit Website
- Pre-Session Commercial (Optional)

_____ Outdoor **\$1,200**

- 10x10 Booth Placement
- Pre & Post Service Graphic Slides
- Listed on Men's Summit Website
- Pre-Session Commercial (Optional)

A la Carte Options

_____ (Outdoor Only) Extra 10x10 space **\$100**

_____ (Outdoor Only) Electric & Wi-Fi **\$25**

_____ Pre, During, & Post Service Slides **\$250**

(Booth not required)

***All Media Subject to Approval**

_____ (4) Meal Tickets (Lunch/Dinner) **\$50**

_____ In Kind Sponsorship(s) **TBD**

(Kickoff Party, After party, Activities, Tents)

_____ Additional Lanyards **\$50**

(3 complimentary lanyards already included)

_____ 10x10 White Canopy Tent **\$175**

(All outdoor booths are required to have one of these.)

Details + Additional Requirements:

- Must be at least one person manning every booth during all hours of the conference.
- **All booths will need to be setup by May 15, 2019 by 2:30pm.**
- Payment & Deposit: \$150 non-refundable deposit due **at approval**. Remaining balance due **May 6th**.
- Each vendor/ministry partner will receive three lanyards as part of their package.
- Please contact Tim.Emrick@Gatewaystaff.com for any questions you might have.
- All outdoor booths are required to have a WHITE 10x10 tent for their setup. If you don't want to bring your own, you can purchase one from our conference.

Details + Additional Requirements:

Shipping & Storage:

Vendors needing shipping or overnight storage must use a 3rd party: **items shipped to Gateway Church will not be accepted.** We recommend Tazmanian Freight (info attached):

Tazmanian Freight Systems - 1065 Texan Trail #250, Grapevine, TX 76051 (<https://www.tazmanian.com>)

FAQ

When Is the VENDOR application deadline?

- The deadline for exhibitors to apply for a booth space is April 15. If you're inquiring after the deadline, please email tim.emrick@gatewaystaff.com to see if there are still any exhibitor booths available.

What's required when submitting my application?

- After submitting your application, please email tim.emrick@gatewaypeople.com with examples of what you're planning on selling or displaying at the conference.

When will I know if my application is approved?

- The majority of the exhibitors will be notified by email within 5-10 business days.

When and how will I receive my vendor packet?

- Packets will be sent via email by April 15th.

What do I need to get on-site?

- In order to gain entrance to the conference, you will need to print the acceptance packet letter that was emailed to you and show it to the vendor representative. Our vendor representative will give you all your credentials and booth assignments at that time.

Are there any pricing policies?

- Yes, all t-shirts are to be sold at a base price of \$15 and up.
- No food can be sold without prior permission and approval.

What does the exhibit space look like and can I request a specific space?

- The vendor booths (indoors) will be wrapped around the perimeter of our main foyer areas.
- The vendor booths (outdoors) will be in the heart of our kickoff party and activity areas.
- Our goal is to try not to put two vendors next to or near each other if they have the same products being sold.
- Please also know that preference in location is given to those who have been to Men's Summit consistently over the years.

Will I have to bring my own Point of Sale system?

- Yes, you will need to bring your own system to make any credit/debit transactions.

<p>For Office Use Only Received by: _____ Total Cost: _____</p>	<p>Assigned Host: _____ Changes to Order (Note & Date): _____ _____</p>
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