

Be Blessed Career Consulting Inc.
Has God Given You a Business Idea Workshop™
University of Michigan Fairlane Center - 19000 Hubbard Dr., Dearborn, MI 48126

Vendor Agreement

Dear Vendor:

Thank you for your interest in becoming a vendor at ***Has God Given You a Business Idea Workshop™*** on Saturday, May 9, 2009. We are excited about our potential partnership and look forward in seeing you at our event. Please review the vendor guidelines attached, complete the form below, and return with payment (cashier's check or money order – no personal checks) to Be Blessed Career Consulting Inc. at P.O. Box 4373 Southfield, MI 48037. Make cashier's check or money order payable to Be Blessed Career Consulting Inc.

Sincerely,

Kimberly A. Benjamin

Be Blessed Career Consulting Inc. President and CEO

... for the people had a mind to work!

Business Name: _____

Contact Person: _____ Additional Partner: _____

Address: _____

Telephone Number(s): _____

E-mail Address: _____

Merchandise Description: _____

What signage will you bring? _____

What handout material will be displayed on your table? _____

Outlet Needed: _____ Will you be providing your own table covering? _____

Be Blessed Career Consulting Inc. (BBCC) will act in a public relations capacity to promote the business of vendor at its workshop. BBCC will not be held responsible for Michigan weather conditions or power failures. Vendors will prepare their own flyers and promotional materials. All vendors promotional materials displayed at workshop must be approved by BBCC before April 15, 2009. Vendor will assume full responsibility for its services according to the guidelines and restrictions in the workshop vendor packet. All vendors are expected to display love, joy, peace, kindness, forgiveness, respect, excellence and orderliness with all BBCC workshop participants, staff and vendors. Vendor tables will not be reserved until full payment is received. BBCC reserves the right to void this contract and expel any vendor at any time. BBCC is not held responsible nor is liable for any stolen, lost or misplaced items. It is the vendors responsibility to ensure their products are kept safe. It is the vendors responsibility to find a responsible person to watch over their products and property. Vendors are expected not to cause damage to the area and will be held responsible for any damage caused by vendor or any agent, employee, or volunteer of vendor. Sub-leasing of tables is not permitted.

Vendor's Signature _____ Date: _____

Additional Partner: _____ Date: _____

BBCC: _____ Date: _____

Date: _____ Amount Paid: \$ _____ Payment Type: Money Order _____ Cashier's Check _____ Pay Pal online _____

Has God Given You a Business Idea Workshop Vendor Responsibility Guidelines

- Vendors are required to submit a copy of ALL handout materials and one (1) photo of products (or brochure that showcase product) that will be displayed on your table to Blessed Career Consulting Inc. for approval. Send payment and company literature to Be Blessed Career Consulting Inc. P.O. Box 4373 Southfield, MI 48037 before April 15, 2009.
- Vendors will receive one (1) 6-foot table and one (1) chair. *We will provide an additional chair if you decide to bring a business partner to help oversee the booth. **We understand you may want to attend each workshop session to help improve your business this year and may need an additional person to cover your table.***
- Workshop & Display Table Cost Per Vendor – The cost to have a vendor table at our event is only \$150.00. Payment and company literature must be received and postmarked before April 15, 2009. Vendor table includes 1 free pass to all day workshops (valued at \$125.00).
- Racks must remain within your assigned (6'X5') space. You can purchase an additional table for \$20.00 if more space is needed.
- The earliest you can set up is the day of the event, Saturday, May 9, 2009 at 8:00 a.m. All vendor tables must be set up before 9:00a.m. in order to greet our workshop participants with EXCELLENCE. Participants will be able to visit vendor tables during the 9:00am – 12:00pm, during each workshop break and one hour after the workshop from the hours of 5:00 p.m. – 6:00 p.m.
- Vendor Dress Code – We are asking all women to wear dress, dress suit or pant suit. We are asking all men to wear a suit, dress pants with a shirt and tie.
- Vendors are responsible for set up and shutdown of booth. Vendors are expected to bring a cloth for covering their items when the table is not staffed.
- Vendors are allowed to sell their product during the entire workshop from 10:00a.m. – 5:00 p.m.
- Sub-leasing of vendor tables is NOT permitted.
- Please note that Be Blessed Career Consulting Inc.'s staff will determine your vendor table location. This will ensure that similar vendors are not placed next to each other. Placement of each vendor table will be based on the order in which the registration and payment was received, floor layout plan and signage space requirements.
- Door prizes will be given to five (5) workshop participants. Please contact your Workshop Vendor Coordinator, Kimberly Benjamin at 586-718-2571 or Kbenjamin@beblessedcareerconsulting.com before April 15, 2009 if you would like to provide a door prize.
- All vendors are expected to display love, joy, peace, kindness, forgiveness, respect, excellence and orderliness with all BBCC workshop participants, speakers, staff and vendors.
- Feel free to call Be Blessed Career Consulting Inc. Workshop Vendor Coordinator, Kimberly Benjamin at 586-718-2571 or Kbenjamin@beblessedcareerconsulting.com with any questions or concerns.
- A \$15.00 late fee charge for vendors who register after the April 15, 2009.
- All vendors must check-in at the registration table to receive welcome pack of name badges, and table assignment

Thank You For Partnering With Us This Year!