

Georgia Ladies Conference Booth Guidelines

The Georgia Ladies Ministries appreciates your interest in setting up a booth in the Mini Mall during the annual Ladies Conference. We have had growth and in order to accommodate, we have made some changes. Please make sure to read through the new guidelines listed below:

1. Churches, businesses, or individuals may rent a booth space in the mini mall.
2. Booth spaces are 8 x 6 feet. They will be 8 feet deep and 6 feet wide. Two booth spaces will be 8 deep x 12 feet wide. These spaces do NOT include a table. You may rent a table for \$5 per table.
3. Due to the limitations of the sanctuary, and to provide equal opportunity to all who decide to be a vendor, there is a limit of two booth spaces per vendor. If you would like to have more than two booth spaces, the left side of the dining hall and the youth tabernacle will be open for business. Booth spaces are the same price and size in these areas, but you are welcome to purchase as many as you would like in these areas. You cannot have booths in multiple areas - the sanctuary, dining hall, and youth tabernacle. All your booth spaces must be together.
4. There are 25 available booth spaces in the tabernacle. After these spaces are filled, the next available booths will be located in the left side of the cafeteria and in the youth tabernacle. The registrations will be counted as they arrive to the Mini Mall Coordinator, Sis. Alison Batten. If you send them to the district office, they will be counted only after they arrive to Sis. Batten's address. You will be contacted as soon as the registration is received.
5. Register your church/business/individual booth with Sis. Alison Batten, Booth Coordinator, no later than March 26, 2018. Please mail the Booth Registration Slip below and payment to Alison Batten, 4249 Cheshire Bridge Rd., Columbus, GA 31909. Make all checks out to Georgia District Ladies.
6. In order not to be offensive to anyone, please do not sell or display any type of jewelry (rings, necklaces, earrings, bracelets) or jewel-studded items.
7. You may set up your booth on Thursday, April 26, between 9:00 a.m. and 4:00 p.m. Booth areas will be taped out and marked with your name. Please do not move locations. You may decorate your area as you choose. If you have any issues, please contact Sis. Batten.
8. Since there are no extra security provisions, the Georgia District Ladies Ministries will not assume responsibility for any items left on display. It is your responsibility to delegate representatives to serve your booth. We suggest that you do not leave money at your table. The sanctuary and dining hall are left open during the day. We suggest that you bring a cloth to cover your items when you are not there when the booth is closed and during services. The Youth Tabernacle will be locked in the afternoon and during services.
9. Please dismantle your booth display after the Saturday service and leave your table and area clean. Please take all trash outside the double doors for the sanitation team to pick up.
10. The Mini Mall will open at 6:00 PM Thursday, 10:45 AM Friday, 5:30 PM Friday, 11:00 AM Saturday and after all services. The Mini Mall will shut down during all services. No one is allowed to stay at their booths or roam the mini mall during a service. After service, you may keep your booth open until you desire to close it down.
11. As is our custom, we like to do "giveaways" during the conference. If you would like to participate in the "giveaways" by donating a free item, dollar amount or percentage off, please make sure to fill out that section on the Vendor Registration Form.

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Georgia Ladies Conference Vendor Registration Slip

(Please fill out this form and mail it or call in all information.)

Booth Name _____

Main Contact Name _____

Phone _____

Email _____

Address _____

Pastor _____ Section _____

Church Name _____

Type of items being sold _____

Spaces Needed: One Space (8 x 6 - \$20) Two Spaces (8 x 12 - \$40)

Other Amount (\$20 per space) _____

*Please remember other amount will move you out of the sanctuary.

Tables Needed (\$5 per table): _____

Amount enclosed: (Space price + table price) _____

Check #: _____ (Please make checks payable to GA District Ladies.)

Mail to Alison Batten, 4249 Cheshire Bridge Rd., Columbus, GA 31909
706.332.0155 * AlisonBatten77@aol.com

We would like to donate to the giveaways. Our donation:
