

Ebenezer African Methodist Episcopal Church

7707 Allentown Road, Fort Washington, MD 20744
Rev. Dr. Grainger Browning, Jr., Senior Pastor | Rev. Dr. Jo Ann Browning, Co-Pastor

34th ANNUAL WOMEN'S SPIRITUAL RETREAT

Vendor Information Sheet

- LOCATION:** EBENEZER AME CHURCH CAMPUS
7707 ALLENTOWN ROAD
FORT WASHINGTON, MD 20744
- SETUP TIME:** Thursday, May 31, 2018; 10:00 AM to 12:00 Noon
- VENDOR TIMES:** Thursday, May 31, 2018; 12:00 Noon – 12:00 Midnight
Friday, June 1, 2018; 8:00 AM – 12:00 Midnight
Saturday, June 2, 2018; 8:00 AM – 12:00 Noon
- DEPARTURE TIME:** Saturday, June 2 2018; 1:00 PM

The following instructions are to assist you in preparing to display your product and make this an enjoyable event. Please adhere to these instructions for your safety and others while vending at this spiritual retreat.

- Items to be displayed are limited to items listed on your vendor application.
- The aisles and walkways must be clear at all times.
- No racks or shelves will be permitted in the aisles or walk space. If you have racks or shelves, they must be placed in your allotted space, i.e., in place of your table. Vendors may not bring tables for display purposes.
- Bring draping to cover your display items each evening when the event ends.
- **Security** – Vendors will be responsible for securing their merchandise. Unfortunately, vendor areas will not be secured.
- **ALL** vendors must wear a badge at all times. Two badges will be provided for each vendor. Badges do not include entrance into retreat workshops and services.
- **ALL** vendors are responsible for their own meals.
- **ALL** vendors will be responsible for the removal of their trash at the conclusion of the retreat. Failure to do so; will result in the Vendor not being invited to attend subsequent retreats.

Vendor setup will be held during the hours of 10:00 AM – 12:00 Noon. Vendor's space will be assigned at check-in. It is advisable that you bring your own cart to expedite and facilitate your unloading.

We pray that you will have a blessed experience at our 34th Annual Women's Spiritual retreat, and that you will be richly blessed for sharing your time and products with us.