



# 47<sup>th</sup> Annual Texas State Lectureship Vendor Form

## Vendor Contact Information

Contact Name	Congregation or Company Name
Contact Phone	
Email Address	

## Vendor Information

Briefly describe the products or services you will sell or promote:

**Do you require electricity?** \_\_\_ Yes \_\_\_ No

Electrical spaces are limited and reserved on a first come first serve basis. If you require electricity, please specify the amp information: \_\_\_\_\_

## Vendor Pricing and Guidelines

The cost to reserve an exhibit space is \$25.00. All exhibit space will be ½ of an 8 foot table. There will be two vendors per table. There is a limited number of exhibit spaces, so please reserve your space early. All requests must be received by **January 15, 2023**.

- All products must be appropriate for the Texas State Lectureship and are subject to approval.
- Please be aware, all food items must be pre-packaged. No sampling or demonstration products will be allowed.
- Products must be supervised and attended at all times. Tables with brochures can be left unattended, however, there will be no security provided.
- 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.
- Each applicant will receive a confirmation email upon receipt of their application and a map of the location of their table.
- All vendor fees are non-refundable.
- Display days will be Monday 7 pm to 9 pm | Tuesday thru Thursday, 9 am to 9 pm.
- Vendors may choose day and times they wish to display. The flat fee of \$25 will cover as many days/times they wish to display.

**Display Schedule Request:** Please choose a primary and secondary date and write in times you wish to display.

Monday, Jan. 23, 2023		Tuesday, Jan 24, 2023			Wednesday, Jan. 25, 2023			Thursday, Jan 26, 2023		
1 <sup>st</sup> Choice	Evening	1 <sup>st</sup> Choice	Day	Evening	1 <sup>st</sup> Choice	Day	Evening	1 <sup>st</sup> Choice	Day	Evening
2 <sup>nd</sup> Choice	Evening	2 <sup>nd</sup> Choice	Day	Evening	2 <sup>nd</sup> Choice	Day	Evening	2 <sup>nd</sup> Choice	Day	Evening

- Vendors may set up as early as 8:30 am and break down no later than 10 pm.
- Tables must be completely set-up by scheduled display time. All vendor tables must remain open and attended during the entire scheduled time.

### Online and Mail-in Payment Instructions

Mail completed vendor form along with payment to:

Church of Christ at East Side Austin  
C/O Texas State Lectureship 2023  
5701 E. Martin Luther King, Jr. Blvd.  
Austin, Texas 78721

Make check payable to Church of Christ at East Side

Memo line: Texas State Lectureship Vendors

Vendor Registration available at: [eastsidecoc.com/txlectureship23.html](http://eastsidecoc.com/txlectureship23.html)

Office Only

Received Date

Process Date

Check | Cash