

Florida District Ladies Ministries

Vendor Application & Policy 2025

Price per Area:

10 x 12 booth: \$100

12 x 18 booth: \$300

12 x 24 booth: \$500

Conference Registration

All vendors and their representatives must register for the Florida Ladies Conference at flupciladies.com. Please note that the Florida District does not accept personal checks or cash. Vendor registration payments can only be made by using a business check, a church check, or a money order. **Cancellations made within 30 days before the conference start date will not be eligible for a refund.**

Vendor Registration Dates

Registration for vendor display tables will open during the first week of January each year, and close once all tables are reserved.

Order of Priority

1. Florida UPCI Churches donating **ALL** proceeds from sales to Mother's Memorial will receive top priority on a first-come, first-served basis.
2. Florida UPCI Churches that do not donate all sales proceeds to Mother's Memorial will receive second priority on a first-come, first-served basis.
3. For-profit vendors and non-UPCI Churches will receive third priority with a first-come, first-served basis.

Unresolved Issues

Some vendors choose to take orders and fill those orders outside of the Florida Ladies Conference. Vendors will not be allowed to reserve a table(s) if they have unresolved issues from the previous year. If a UPCI Church marks on the application form that they are donating all proceeds to Mother's Memorial but does not give to Mother's Memorial that year, they will not be considered for a table the following year. Refer to number one in the "Order of Priority."

Sale Items

Vendors must list all items they sell on the application form, which must be pre-approved by the committee. All used clothing must be neatly-pressed, clean, on hangers and in "like-new" condition. Clothing with tears or stains will not be allowed. Pre-owned shoes must be in "like-new" condition, showing only light use or wear.

Vendors cannot sell jewelry, make-up, or clothing contrary to the UPCI & Florida District beliefs. Your role as a vendor is crucial in upholding these values. Only the Florida District Ladies Ministries can sell conference materials with the Ladies Ministry and conference theme/logo. Vendors may only sell items that they are licensed and registered to sell. **Selling items from other vendors who are NOT registered is not permitted.** If this occurs, your booth will be closed immediately, and you forfeit the right to future sales. Food items will be sold only by specific vendors pre-approved by the committee.

Applications

Vendor applications can only be accepted after January 1st. All vendor applications must be signed by a UPCI pastor or pastor's wife and sent in with a money order, business check or church check before being considered for a table. *We only hold reservations with payment and the completed application form being received.*

Set Up Times and Business Hours

The Ladies Committee Vendor Coordinator or her Ladies Committee assistant must be present before you can set up your table. Business hours will be established and given to you in writing upon approval for a table. A manager must always be at your booth while the Vendor Hall is open. The Vendor Hall will be closed during all church services, and all vendors are required to exit the Vendor Hall. **No exceptions.**

Please note that the house of operation are subject to change at the discretion of the conference committee.

Hours for Vendor Hall 2025 Conference

Thursday	1:00pm-3:00pm	Vendors Only
	3:00pm-7:00pm	Sales
	1 hour after service	Sales
Friday	9:00am-10:00am	Vendors Only
	12:00pm-2:00pm	Sales
	4:00pm-5:00pm	Vendors Only
	5:00pm-7:00pm	Sales
	1 hour after service	Sales
Saturday	9:00am-10:00am	Sales
	1 hour after service	Sales

All vendors must leave a clean booth space, be packed, and be out of the gym by 2 pm. Punctuality and cleanliness are not just standards but necessities for a successful event.

Booth Size

Please circle the following information that applies to your booth

Choose one: Church or Business

I would like to rent: 1 Booth Space or 2 Booth Spaces

Size of booth space:	10x12	12x18	12x24
	\$100	\$300	\$500

Please note that we can only accommodate ONE 12X24 permitted per church or business

TOTAL AMOUNT DUE: _____

Church Name/Vendor: _____

Vendor Manager: _____

Vendor Manager Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Please give a very specific description of all sale items:

Order of Priority:

1. Florida UPCI Churches donating **ALL** proceeds from sales to Mother’s Memorial will receive top priority with a first-come, first-served basis.
2. Florida UPCI Churches not donating all proceeds from sales to Mother’s Memorial will receive second priority with a first-come, first-served basis.
3. For Profit Vendors and Non-UPCI Churches will receive third priority with a first-come, first-served basis.

Agreement:

- I have read and agree to abide by the Florida Ladies Ministries Ladies Conference Vendor Policy.
- I understand that all booths will be closed during all services. Thus all vendors, all staff and all purchasers will be required to exit vending site during service times.

Boutique Manager Signature:

Date:

UPCI Pastor/Pastor’s Wife Approval

- I affirm that the above applicant has my approval to operate a display during the Florida District Ladies Conference and I have discussed the Florida District Ladies Conference Vendor Policy with the participant prior to submission.

Pastor/Pastor’s Wife Signature:

Date:

Church Name:

City:

Church Phone Number:

Pastor Phone Number:

Please return this application and payment to:

Sis. Wanda Biggs
 468 Hwy. 73 South
 Marianna, FL 32448

*Cancellations made within 30 days prior to conference
 start date will NOT receive a refund.*

Make checks payable to: FL Ladies Ministry
 Only money orders, business, or church checks are
 accepted, and no personal checks.

For more information contact:
 Sis. Wanda Biggs at biggswanda@gmail.com or
 850-693-6453

OFFICE USE ONLY:

Date Application Received: _____

Check/MO#: _____

Check/MO Amount: _____