

Daughters of Grace
Women's Ministries Retreat
April 23-26, 2026

Vendor Participation Requirements & Guidelines

Purpose

To offer useful product information that will enrich ministries within churches and communities.

All donations will help to support outreach programs for women.

1. Eligibility

- Only vendors with affiliation from participating churches are invited to apply.
- The Conference shall have the absolute right to require the immediate removal of any products, materials, or vendors that are deemed, at the Conference's sole discretion, to be inconsistent with the Seventh-day Adventist Church's standards or the mission of the retreat.

2. Application Process

- Complete the attached vendor application form online
- Ensure your application is endorsed by your church pastor
- Submit payment with application

3. Donation

- A non-refundable donation of \$100.00 is required. No money shall be refunded but in the event of "Force Majeure" or cancellation due to weather or unforeseen circumstances, the participating vendors will be invited back to the new scheduled date without any additional donation.
- The donation covers the rental of one table and two chairs
- Vendor shall be provided with a 5-minute presentation opportunity

4. Operational Hours

- Vendors shall adhere to the specified opened operation hours as it relates to Sabbath observance and program presentations
- A Schedule of the permitted Opened hours shall be provided

5. Vendor Responsibilities

- Vendors are responsible for their own lodging and meals during the event.
- All vendors must comply with venue rules and regulatory standards.
- The New Jersey Conference (“Conference”) shall not be responsible for the security of vendor property and that vendors are solely responsible for securing their items during non-operational hours.

6. Liability

- The Conference shall not be held liable for any harm arising from the marketing and distribution of items during the retreat.
- All vendors shall defend, protect, indemnify, and harmless the Conference and its officers and employees from all claims arising from the vendor's negligence.
- All vendors expressly waives any and all claims against the Conference for personal injury or property damage that occurs during the retreat.

7. Insurance Requirements

- All vendors shall provide a Certificate of Insurance (COI) evidencing General Liability coverage of no less than \$1,000,000 per occurrence by March 31, 2026 (New Jersey Conference Constituent Congregations, which present Church board approval for Women’s Ministries Department Fundraising, are exempt).
- All participating vendors shall provide COI that names the Conference as an Additional Insured on the vendor’s policy for the duration of the event, including setup and breakdown by March 31, 2026.

8. Next Steps

- Complete the vendor application.
- Obtain your ministry/affiliate or Pastor’s endorsement on the application.
- Prepare for your presentation and product display within the operational hours specified.

Please submit your completed application and a brief outline of your presentation in advance to ensure it provides "useful product information" that specifically supports women’s ministry goals by the designated deadline (March 31, 2026) to secure your place at the retreat. We look forward to your participation in enriching our ministries and community through your valuable offering.