

# **Rules and Procedures for Sales At Hmong District Annual Conference 2018**

1. All vendors must complete both the Hmong District Annual Conference Registration Application and the Vendor's application with the fees and the signatures.
2. The Chairman of Governing Authority shall view and authorize all products before signing the application, or write an authorized letter to accompany the application.
3. Any vendor who wants to share a table with another vendor may do so; however, all applications should be enclosed in one package along with the appropriate check(s).
4. All items to be sold must have a Christian message(s).
5. Only the products listed on the Vendor's Application may be sold during the annual conference.
6. All vendors must submit a sample of their products such as, cassettes and CDs, video, DVD to Hmong District.
7. Only two people per vendor may be permitted behind the table assigned to them to avoid congestion and to comply with safety regulations.
8. To avoid noise, vendors selling audiocassettes, CDs, video and DVD must provide a headset for customers to listen to their products. We will not allow anyone to play his or her music out loud.
9. All tables are assigned on a first come first served basis (when we receive the application) so please be respectful of other vendors.
10. The Hmong District does not endorse any individual products and reserves the right to accept or deny the individuals application.
11. All vendors will be solely responsible for their own sale taxes.

I had read and agreed with all the rules and procedures above.

Initial \_\_\_\_\_, date:\_\_\_\_\_.



**Hmong District  
40th Annual Conference  
Riverside Center  
175 W. Kellogg Blvd  
St. Paul, MN 55102**

**May 26-30, 2018**

**VENDOR APPLICATION FORM**

**Vendor Fee \$50.00**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Description (Listed) of item(s) to be sold:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman of Governing Authority's Signature

\_\_\_\_\_  
Date

**For Office Use Only**

Date received: \_\_\_\_\_

Approved by: \_\_\_\_\_

Fee confirmed: \_\_\_\_\_

Date: \_\_\_\_\_

Registration #: \_\_\_\_\_