



## **Entrusted Connections Ministry Vendor Agreement Form**

- All booth and table locations will be assigned by the Entrusted Connections Ministry (ECM)
- ECM is not responsible for lost or stolen items
- ECM is not responsible for loss revenue to vendor due to minimal sales
- Vendor is responsible for collecting and reporting Virginia Sales Tax
- Foul language, loud boisterous talking, aggressive and inappropriate behavior will not be tolerated and vendors will be requested to remove their items immediately
- If vendors have tapes or CDs for sale and plan to demonstrate them the volume shall be low enough not to disturb other vendors or during Retreat sessions.
- Vendors are not allowed to sublet spaces
- Telephone, water, electrical and drain service will not be provided to the individual booths. Electrical service may be available based on the location of your assigned booth.
- All displays must be free standing. Nothing may attach to walls or columns of the hotel by any means at all.
- **Retreat Location:** The Ritz Carlton Hotel, Tysons Corner, 1700 Tysons Blvd, McLean, VA 22102
- **Set up hours:**
  - Thursday, March 12, 2026, 3:00 p.m. – 7 p.m.
- **Vendor hours:**
  - Thursday, March 12th 3:00 p.m. – 11:00 p.m.
  - Friday, March 13th 7:30 a.m. – 11:00 p.m.
  - Saturday, March 14th 7:30 a.m. – 1:00 p.m.
- **Tear down hours:**
  - Saturday, March 14th 1:00 p.m. – 2:30 p.m.
- **Signs:**
  - Signs must be free standing. Recommended usage of easels. Signs should not block other vendor booths. Signs may not attach to the walls or columns of The Ritz Carlton Hotel, Tysons Corner.
- **Insurance:**
  - It is the sole responsibility of the vendor to ensure appropriate coverage of your property. Vendor assumes full responsibility of items left on the tables.
- **Food and Beverage:**
  - Foods and beverages can be purchased through The Ritz Carlton Hotel, Tysons Corner
- **Cleaning:**
  - Vendor is responsible for cleaning the vendor booth area and removal of bulk trash. If left unclean, removal fees of \$50.00 will apply.

### **Acceptance of conditions:**

---

Printed Name

---

Signature

---

Company Name

---

Date