



United Pentecostal Church of Jamaica
NATIONAL BUSINESSES, PROFESSIONALS & TRADESPERSONS ASSOCIATION
Tel: 876-345-4331 (Lime); 876-564-0676; 876-395-0156 (Digicel)

BOOTH RENTAL AGREEMENT FORM

73rd Annual National Conference
March 4-7, 2019
UPCJ Multi-Purpose Complex, Moneague, St. Ann

SPONSOR: United Pentecostal Church of Jamaica (UPCJ) 45 Eastwood Park Road, Kingston 10, Jamaica. Tel: (876) 926-8955
Fax: (876) 968-4480 Email: unipenja@yahoo.com/upcjamaica@gmail.com

MERCHANT: Name/Company: _____

Contact Person: _____

Address: _____

Telephone: _____ Email: _____ Website _____

MERCHANDISE CATEGORY: _____

ADVERTISING: Would you like information about advertising in the Proposed BPTA Directory? Yes [] No []

Application, along with non-refundable Rental Deposit, should be received by at least **ten (10) working days** prior to the start of the Conference (**March 4**). Final Rental payment and Security Deposit must be paid before Vendor is allowed to occupy booth.

Rental Deposit: \$5,000.00 (non-refundable) \$ _____

Security Deposit: \$3,000.00 (refundable, conditions apply)* \$ _____

Booth Rate: [] \$13,500 (4 days) \$ _____

Daily Rate: [] \$6,500 _____ (specify day)

N.B. Merchant can undertake the provision of the electrical infrastructure with the approval of the BPTA or their assigned technician.

Requests for additional booth space **MUST** be made through the UPCJ Headquarters prior to the event and is subject to approval.

TOTAL DUE: \$ _____

Please make cheques payable to United Pentecostal Church of Jamaica.

Payments may be lodged to the UPCJ Bank Account held at the National Commercial Bank A/C# 212699454.

Please submit form and payment to: National HQ, UPCJ; 45 Eastwood Park Road, Kingston 10.

Email to: unipenja@yahoo.com/upcjamaica@gmail.com Fax to: (876) 968-4480 WhatsApp: (876) 281-6567

Enquiries call (876) 926-8955; 960-2318 WhatsApp: (876) 281-6567

Rental Agreement Conditions

1. The merchant identified above hereby agrees to rent a 10' X 10' tent, however, all furniture, amenities or special enclosures will be the responsibility of the Merchant.
2. If the Merchant fails for any reason to occupy or use the booth as provided other than as a result of a breach by the BPTA of its obligations to the Merchant, **no refund shall be made of any rental amount paid by the Merchant.**
3. Merchant shall use the space for the sole purpose of selling his/her produce, products, merchandise or other goods (the "Goods") pre-approved by the BPTA, as set out in the list at #13, below. Merchant shall not use or permit the use of the space for any other purpose.
4. Access to the event venue for booth set-up shall be no earlier than **1:00 p.m. Monday, March 4, 2019.**
5. Merchant must remove all unsold merchandise and display materials no later than 12:00 midnight on Thursday, March 7, 2019. UPCJ or its agents accepts no responsibility or liability whatsoever for injuries, loss or damage to person, equipment, products/produce whether during set-up, sales period, or clean-up. Any insurance and/or security required must be supplied by merchant. The UPCJ/BPTA will only be responsible for the general security of the campsite.
6. Merchant will be permitted to sell **only** the type of merchandise as detailed below and will be solely responsible for collecting and paying any applicable sales tax. If the vendor attempts to sell items not approved by the BPTA, and set out in the list below, the BPTA reserves the right to remove the vendor from the booth and Business Village and to forfeit **booth Deposit and Rental payments.**
7. Merchant will not be granted access to the booth until payment has been made as per conditions above and overleaf.
8. BPTA reserves the right to cap the number of exhibitors within a product category. A maximum of two (2) Vendors may combine to rent each tent.
9. No business should be conducted between the hours of 6:30 p.m. and 8:30 p.m. All merchants are required to secure their property and facility during the stipulated time.
10. Non-adherence to the stipulated guidelines, damage to and/or loss of rented property will result in the forfeiture of security deposit.*
11. Merchant will ensure that the BPTA receives the facility in clean and good order. It is the responsibility of the merchant to provide its own work crew to do clean-up during and after the Event.
12. In the Event a part payment is made the deposit will be held until full payment is made for the rental of Booths
13. The Items **approved for sale** in the Business Village during Conference 2018 are:
 - a. Clothing and Accessories, conforming to the UPCJ's Standards on Modest Dressing
 - b. Other Non-food items such as CDs, but **not** including **books**
 - c. Pastries – **not** including **patties**
 - d. Natural Juices
 - e. Fruit Plates
 - f. Ground Provisions and Condiments
 - g. Smoothies
14. It is recommended that persons vending **food items obtain a Food Handler's Permit**, but that will be the responsibility of the Vendor. This must be presented on the day of operation.

I would like to rent a booth space for **Conference 2019**, at the UPCJ Multi-Purpose Complex, Moneague, St. Ann. I have read, understood and agreed to the terms and conditions of this agreement.

Name: _____

Signature: _____

Date: _____