

Antiochian Orthodox Christian Archdiocese of North America
Department of Convention and Conference Planning

Vendor Policy and Procedure

Vendor Policy

The statement below shall be included on all Vendor Forms (paper and online) and included in all marketing to potential Vendors.

The Antiochian Orthodox Christian Archdiocese of North America (Archdiocese), through the Department of Conventions and Conference Planning (DCCP), has the final approval of all vendor applications for both Diocesan Parish Life Conference's and Archdiocese Conventions. The DCCP reserves the right to reject or cancel any vendor application at any time without cause at its own discretion. Any Vendor that is not approved will be informed not less than thirty (30) days before the Parish Life Conference or Archdiocese Convention.

To assist in this process the Vendor forms will require two (2) new fields:

Website Address, and description of Vendor (On-line Form only). The Paper Form will indicate that the Vendor must email the description of their organization and products or services. The Vendor will not be accepted without receipt of such descriptions.

All Vendors must complete the Vendor Form regardless of whether or not they are a PLC/Convention Sponsor, Host Parish Bookstore, Diocese/Archdiocese organization or department, , or an outside Vendor. The Festival Display of the Winners is NOT a Vendor and is not subject to the Vendor Policy and Procedure.

Vendor Procedure

All Vendors for PLCs or Conventions must be approved by the DCCP on behalf of the Archdiocese, as stated above. Listed below is a procedure to adjudicate this process:

1. All PLC/Conventions must have a Vendor deadline no less than 60 days before their EVENT, additional vendors shall be accepted based on availability till 30 Days before the start of the PLC/Convention. 60 Days before, the Antiochian Event (AE) Team or designee will download from the AE System a list of all Vendors, including their website and description and forward it to the DCCP for review. Any additional vendors that register between 60-30 days will be forwarded to the DCCP as they register.
2. The DCCP in consultation with the Archdiocese will review the Vendor list and notify the Vendor of any questions for clarification or rejection.
3. All Vendors will be notified of their approval or non-approval by the DCCP and shall be informed by email no less than 30 Days before the EVENT. Any vendor registered after the deadline will be notified upon approval/non-approval by the DCCP in email.
4. The DCCP shall have the final word on all approvals or non-approvals on behalf of the Archdiocese.