

# Vendor Order Form



Diocese of Ottawa, Eastern Canada  
& Upstate New York

Parish Life Conference July 4-7, 2024

Hosted By: St. Nicholas Church (Montréal, QC)  
80 de Castelnau St. East, Montréal, QC H2R 1P2  
514-270-9788

[ottawapl@antiochianevents.com](mailto:ottawapl@antiochianevents.com)  
[www.ottawapl.org](http://www.ottawapl.org)

## Vendor Deadline: May 1, 2024

CATEGORY NAME	ITEMS INCLUDED	AMOUNT (CDN)
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<input type="checkbox"/> CATEGORY 1 - Archdiocesan/ Diocesan Organizations/ Departments & Orthodox Ministries		\$150.00
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*Archdiocese/Diocesan Organizations/Departments (i.e., Antiochian Women, Young Adult Ministry, Order of St. Ignatius, Teen SOYO, Camp Programs, Dept. of Youth, Dept. of Christian Education, etc), or all other Orthodox Ministries (i.e., IOCC, Focus, Project Mexico, etc.), with the expressed approval of the Bishop, shall be provided with one (1) table for informational purposes only (see below for additional tables). However, if they desire to sell items or actively solicit donations, they will be re-classified as **CATEGORY 2** and shall pay the charges set forth below.*

1—Vendor Display Table  
1—Archdiocese Registration (Exempt from Processing Fee)

<input type="checkbox"/> CATEGORY 2—Vendor/Bookstore		\$250.00
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*All Vendor's and Display Booth's that desires to sell items or actively solicit donations, including but not limited to re-classified Vendors from Category 1; and, all other Vendors.. shall be provided with two (2) table .However, All Vendors **must** be directly related to the Orthodox Church or they will not be allowed at the Conference. Secular-only vendors will **NOT** be allowed at the Conference.*

2—Vendor Display Table  
1—Archdiocese Registration (Exempt from Processing Fee)

<input type="checkbox"/> Extra Tables		\$100.00
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*Base on availability and a first come basis any of the above **CATEGORIES** may purchase additional Tables*

Number. of Additional Tables: \_\_\_\_\_ x \$100.00 = \_\_\_\_\_

<b>TOTAL:</b>	\$ _____
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**The prices set forth herein apply even after the deadline!** All individuals working at any Vendor or Display Booths are **required to register and wear, at all times, the Conference Badge**. To register additional individuals, go to the website address above. To ensure your Registration Badge is ready upon arrival, please complete the Conference Registration Form and return it by the Deadline. Vendor/ Display Booths requiring additional support, i.e. Audio/Visual, Internet/ Phone Access, or Electrical Outlets, etc., must contact the hotel directly, to make all necessary arrangements and pay the hotel directly for these charges.

The undersigned Vendor/Displayer agree to hold harmless and to indemnify St. Nicholas Antiochian Orthodox Church, of Montréal, QC, the Hotel and the Antiochian Orthodox Christian Archdiocese of North America, their members, agents, affiliates, parishioners, guarantors, employees, and/or any assigns thereof, for any and all acts arising out of the sale/promoting of materials or any liability, costs, expenses, incidents, losses, and/or occurrences resulting from the undersigned's actions while selling/displaying materials at this Parish Life Conference Diocese of Ottawa, Eastern Canada & Upstate New York July 4-7, 2024.

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

Organization/Company: \_\_\_\_\_

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

City & State/Province: \_\_\_\_\_

Zip Code/Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

Diocese: \_\_\_\_\_

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

*Provide the Name and Group of the Individual registrant, receiving the Archdiocese Registration included with your Vendor package*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Group (Select One):  Adult  Clergy  Clergy Wives



# Payment Form

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Please complete the information and mail or e-mail completed form to the information above. To process all transactions, the billing address must match the credit/debit card or checking account statement. If the address is the same please check box under the appropriate section, if not provide billing address below.

**All forms must be completed and include full payment in order to be accepted and processed**

<p><b>Purchase Item (s)</b> <i>Check all item(s) that is for this payment:</i></p> <p><input type="checkbox"/> Event Registration   <input type="checkbox"/> Souvenir Journal   <input type="checkbox"/> Sponsorship/Donation   <input type="checkbox"/> Vendor</p>
<p><b>Payment Options (Check one):</b></p> <p><input type="radio"/> Credit/Debit Card   <input type="radio"/> Check   <input type="radio"/> Cash/Money Order</p>
<p><b>Credit/Debit Card Information</b> <i>to be completed for all Credit/Debit Card Payments</i></p> <p><input type="checkbox"/> Credit/Debit Card billing address is same as previous page, if different billing address, please include billing address below</p> <p>Credit/Debit Card No: _____</p> <p>CVV2: _____ Exp. Date: _____</p>

<p><b>Check Information</b> <i>to be completed for all Credit/Debit Card Payments</i></p> <p>Check No: _____</p>
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Please Include Credit/Debit Billing address if different than first page

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

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

City & State/Province: \_\_\_\_\_

Zip Code/Postal Code: \_\_\_\_\_

I acknowledge and understand that all purchases and/or donations are **non-refundable** as set forth in the Privacy Statement at [www.antiochianevents.org/privacy/ottawa](http://www.antiochianevents.org/privacy/ottawa); and hereby authorize the Antiochian Archdiocese, Diocese of Ottawa Parish Life Conference, to charge the credit/debit card as set forth on this form for all purchases and/or donations. When paying by check, **only checks drawn from Canadian Bank** will be accepted (for all other payments, please use credit/debit card). Please do not mail a check with form. *All checks/credit card charges will appear on your statement as Antiochian Archdiocese.*

Amount: \$ \_\_\_\_\_ (CDN)      Date: \_\_\_\_\_

Signature \_\_\_\_\_

*Signature required for all forms; Unsigned forms will not be processed!*

## Sample Credit/Debit Card

