Vendor Agreement Form

Thank you for your interest in being a vendor for the Diversity Marketplace (DMp) shopping experience.

The Diversity Marketplace is a ministry extension of the Economic Empowerment Ministry at Springfield Baptist Church. Our purpose is to provide an environment that fosters unity, promotes collaboration, and increases the length of time money circulates in our Black Community.

* As a vendor, you will be provided a 6 minute presentation slot to share your business (es). Your presentation method and style is your choice (PowerPoint, demonstration/displays, live production of your product, etc.).
* Please time your presentations for 6 minutes. Vendors will not be able to go over the time limit. Vendor’s audio will be muted shortly after 6 minutes.
* Your contact and ordering information should be visible for shoppers at all times
* After your presentation, you are free to leave. If there are questions for a particular vendor, the questions will be forwarded to you.
* Vendors will be provided a zoom link and are asked to log into the session 1 hour prior the starting time for technical checks. After the checks, you may mute and turn off your video. One week prior the session date, each vendor will receive a tentative presentation time slot. Each vendor should be visually seen beginning 30 minutes before their presentation. Example, if you present at 7 PM, you should be visible (i.e. have your camera on and ready to present) to the shoppers by 6:30 PM.
* Vendors are required to log on 1 hour before the program start time to test their ability to share their screen if applicable, to project from their screen and to have audio sound & proper lighting checks. There will be ministry members available to assistant.
* If you have questions or technical problems, contact 919.389.8667 as soon as possible.
* It is recommended for vendors to have an assistant (i.e. monitor the chat questions, have an extra hand if needed, moral support, and etc.) during their 6 minute presentation slot.
* Vendors who are not available for their presentation, will be suspended from the DMp pop-up for at least 6 months starting from the missed date.
* If a vendor is not able to fulfill their commitment, DMp needs to know 7 days prior to the event date to secure a replacement vendor. Failure to do so, may result in a vendor suspension.
* We ask each vendor to advertise the DMp event through their social media platforms to assist with advertising. Word of mouth and personal recommendations are still the best forms of advertising.
* All products and services offered must be wholesome and quality products along with being appropriate for the setting.
* All vendors must adhere to family- friendly behaviors. No profanity allowed. The sponsors will ask you to remove any inappropriate signs or products.

Again, thank you for your interest to participate, serve and assist in the Diversity Marketplace Pop-Up!

Diversity Marketplace Team

“Behold, how good and how pleasant it is for brethren to dwell together in unity” Psalms 133:1