

OCTOBER 23-24, 2026

Southside Church

6851 Courthouse Rd. • Chesterfield, VA 23832

Thank you for your interest in being part of Radiant Conference! Our heart is to create a beautiful, Christ-centered shopping experience while supporting small businesses and ministries that align with our mission. Please complete this form and return it with your vendor fee to reserve your space.

BUSINESS INFORMATION

BUSINESS NAME

CONTACT NAME

PHONE

EMAIL

WEBSITE / SOCIAL MEDIA

BRIEF DESCRIPTION OF PRODUCTS / SERVICES

VENDOR REGISTRATION

\$25

VENDOR FEE

YOUR REGISTRATION INCLUDES

1 complimentary conference ticket • Vendor booth space • Two chairs

Additional booth workers must purchase a conference ticket.

- Vendor spaces are limited and assigned on a first-come, first-served basis.
- Your space is reserved once this completed agreement and the vendor fee are received.

TABLE & ELECTRICITY REQUESTS

☐ I will need a table.

☐ I will bring my own table.

☐ Yes, I need access to electricity.

☐ No electricity needed.

Tables are limited and will be assigned in the order requests are received.

CONFERENCE HOURS

FRIDAY, OCTOBER 23

5:00 PM - 9:00 PM

SATURDAY, OCTOBER 24

8:30 AM - 5:00 PM

Additional setup information will be provided prior to the event.

VENDOR EXPECTATIONS

To help create a welcoming experience for all attendees, vendors agree to:

- Display products and booth materials in a neat, professional manner.
- Conduct business with kindness and integrity.
- Offer products and services consistent with the mission and values of Radiant Conference.
- Remain responsible for all merchandise, equipment, cash, and personal belongings.
- Leave the booth space clean upon departure.
- Follow reasonable instructions provided by conference staff throughout the event.

Radiant Conference reserves the right to decline vendor applications or ask that merchandise inconsistent with our mission not be displayed.

CANCELLATION POLICY

Vendor fees help offset conference expenses and are **non-refundable** unless the conference is canceled by the event organizers.

PHOTOGRAPHY RELEASE

By participating, vendors understand that photographs and video may be taken during the conference and may be used by The Pretty & Wise Co. and Radiant Conference for promotional purposes.

AGREEMENT & SIGNATURE

I have read and understand this Vendor Agreement and agree to abide by these guidelines while participating in Radiant Conference.

VENDOR SIGNATURE (TYPE FULL NAME)

DATE

☐ I acknowledge and agree to the terms above.

QUESTIONS? WE'RE HAPPY TO HELP.

The Pretty & Wise Co. • prettyandwiseco@gmail.com • 775-835-1412