



# Honoring Our Ancestors

## Sacred Emporium Exhibitor

May 25 - 28, 2023 • Buchanan, TN

Sacred Waters Retreat is an annual retreat for women of color only. Our 2023 retreat is in its 21st year and showcases renowned herbalists, healers and ritualists who specialize in Natural Healing. Our mission is to elevate our herbal, natural health and spiritual wellness by providing a space for us to deepen our connections and knowledge through ritual and renewal.

In addition to our luminary keynotes and renowned herbalist speakers, **High Priestess & Author Yeye Luisah Teish** will be presenting and leading us in ritual. Iya Mary Ayodele will also be joining us. She is a Prophetess and Community Herbalist. As Foundress of the Institute of Africana Cosmology, she preserves and teaches Africana healing wisdom in conferences, classes, and consultations globally. Sacred Waters Retreat offers classes, workshops, ceremonies, rituals, and sacred gathering spaces for healings, rest and rejuvenation to an intimate group of 125 attendees and staff from around the world.

This 4 day / 3 night weekend retreat takes place at the brand-new location at Paris Landing State Park in the beautiful rolling hills of Tennessee, on the western shore of the Tennessee River, which forms Kentucky Lake, it is the perfect location for relaxing while enjoying the great outdoors and all things Sacred Waters. Paris Landing provides hotel resort-style vacation on Kentucky Lake near Land Between the Lakes. Features include modern room design, conference space, a full-service restaurant, bar, and lounge overlooking scenic lakes and natural beauty. The vending fee of \$495 includes 1 table approximately 4' wide x 8' long and 1 chair for 4 days.



**Yeye Luisah Teish**

An Iyanifa and Oshun Chief in the Yoruba tradition. Author of *Jambalaya: The Natural Woman's Book of Personal Charms and Practical Rituals*.



**Courtney Alexander**

A multi-media artist, creative director, and writer. In her past work she dug into issues of duality, hypersexuality, and self-awareness; a much more personal dialogue which served to create vulnerability and explore



**Iya Mary Ayodele**

A Prophetess and Community Herbalist. As Foundress of the Institute of Africana Cosmology, she preserves and teaches Africana healing wisdom in conferences, classes, and consultations globally.



**Stephanie Rose Bird**

A magickal herbalist, aromatherapist and is sole proprietor of Almost Edible Natural Products. Bird is also the author of 8 books and writes regularly for [www.naturallycurly.com](http://www.naturallycurly.com) as the resident herbalist and expert on natural ingredients.

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Thank you for your interest in offering your holistic service, herbal product(s), and/or handcrafted items at the Sacred Waters Retreat. Though the retreat's emphasis is primarily ritual and educational, the Sacred Emporium adds a wonderful dimension to the event and provides participants with an excellent opportunity to obtain high quality herbal and sacred soul products. It's always a favorite space at the retreat, as women tend to love to bring something home that reminds them of the experience shared.

Please read through the following information about vending at the retreat. Should you have further questions, please contact the Site Manager directly. Her information can be found at the bottom of every page of this packet.

## Exhibitor Application/Contract

### Projected Attendance

This is an intimate gathering for women of colour only. There will be approximately 125 attendees and staff at this event.

### Exhibitor Packet

- a. Enclosed you will find the Exhibitor Contract. Please complete the contract, including the \$100 deposit or the full Exhibitor fee of \$495. Contracts sent in without either the \$100 deposit or the \$495 will not be accepted.
- b. Exhibitor space is limited and Exhibitors are vetted and approved, and on a first come, first served basis.
- c. Sending in your contract does not guarantee automatic acceptance. Please do not make non-refundable travel arrangements until you have received a confirmation acceptance letter (email). Based on space availability, you will receive a confirmation email within 1 week of receiving your contract.
- d. Email your completed contract to Jaymii Liehr at [SiteFairySWR@gmail.com](mailto:SiteFairySWR@gmail.com). Payments can be made via:
  - a. Zelle - [info@NaturalChoicesBotanica.com](mailto:info@NaturalChoicesBotanica.com)
  - b. PayPal - [SacredWatersRetreat@gmail.com](mailto:SacredWatersRetreat@gmail.com) or you can scan these QR Codes with your phone to connect directly to our account payment screens.

Zelle



PayPal



- c. Mailing Address: Sacred Waters Retreat, 226 Downer Drive, Clarksville TN 37042

### Space Size, Location, Furnishings, Fees

- a. Space Size: Exhibitor spaces are approximately 8' wide x 5' deep.
- b. Location: All exhibitor spaces will be indoors in a ballroom on the main level, next door to the main classroom space.
- c. Furnishings: Exhibitor Spaces consist of a table approximately 4 feet wide by 8 feet long with 1-2 chairs provided. Signs and table coverings are to be provided by the exhibitor.
- d. If you plan to bring your own display pieces, please mention this on the Exhibitor application form and be prepared to stay within your footprint. Adhering fabric or paper or anything else to the walls is not permitted.
- e. You may wish to bring flowers, brightly colored fabric, pictures, baskets and other items to decorate your booth area. The ballroom is well appointed but it will need some colorful fabric and lots of beautiful items to give it a festive air filled with earthly treasures.

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## Space Size, Furnishings, Booth Space Fees (cont)

- a. You might wish to bring extension cords and extra lighting if you wish to provide more lighting at your booth. Please also bring gaffers tape or a non-residue tape to secure your cords to the floor.
- b. While the ballroom is air conditioned, we encourage you to bring a small table fan (and extension cord) if you tend to run warm.

## Booth Space Fees

\$100 deposit, *remaining balance of \$395 due on or before March 25, 2023* OR the full amount of \$495. Booths are available on a first come first serve basis. Electricity is available (with prior notice).

## Setup, Breakdown, Emporium Hours

**Set Up Time: Thursday, May 25, 2023 from 1pm - 9pm**

- a. Breakdown/strike is not permitted before 12pm on Sunday.
- b. Breakdown is scheduled from 12pm - 2pm on Sunday, May 28, 2023. Table spaces must be vacated no later than 2:00 pm.
- c. Please do not, for any reason, re-arrange or switch the tables without first checking with the Event Site Director &/or the Exhibitor Coordinator who will be your direct contacts for the Emporium. You will be completely responsible for the setup and cleanup of your Exhibitor area, including any boxes and packaging you brought, and will be fully responsible for your Exhibitor space during the Retreat.
- d. Please do not leave boxes, flyers, trash, etc., behind so others will not have to clean up after you. Recycling will be set up to aid you in your clean up process. Starting at 3pm Brandon Springs Camp staff will allow 2-3 cars at a time to drive to the Emporium to load their cars for the trip home. If you have packed up your table beforehand, it usually only requires 10 min. to pack your vehicle.
- e. Emporium Hours: Thursday, May 25 - 7pm - 9pm; Friday, May 26 - 9am - 9pm, Saturday, May 27 - 9am - 9pm, Sunday, May 28 - 9am - 12pm

## Terms and Conditions

**Statement of Policy** All Exhibitors are equal and should be given the same opportunity, within reason, to present their product or service in the most effective manner to attendees. We ask you to be a "good neighbor" and remember, we want you to be successful.

**Contract Conditions** The following contract conditions have been formulated for the protection and best interests of all concerned. As such, the terms and conditions shall apply to and be in effect among The Sacred Waters Retreat and any Exhibitor whose application is received and to whom space is granted. All points not covered are subject to the decision of The Retreat Directors.

## Exhibitor Assistants, Retreat Activities, Lodging, Meals, Registration

**Exhibitor Assistants:** Must be REGISTERED as an assistant. They will also adhere to the fees assigned if they want to participate in any workshops etc. (NO EXCEPTIONS) *Please register your assistant separately as a "ADD ON" in registration.*

## Retreat Activities

As an Exhibitor, the retreat, activities, rituals or workshops **are not included** (NO EXCEPTIONS). If you are interested in participating in the retreat, all classes, workshops, rituals, and/or ceremonies are an additional \$25 each, per person.

- b. **Workshops** - \$25.00 each /per person

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## **Exhibitor/Assistant Lodging for the Weekend**

Lodging must be purchased directly from the Lodge at Paris Landing. Each room features two queen beds, a spacious bathroom, and a balcony overlooking Kentucky Lake. Room Amenities Include: Private Balcony, Mini-fridge, Free Wi-Fi, Cable Television, Hairdryer, Steamer, Iron Ironing Board (upon request)

Call the hotel (731.924.4300) to reserve your room today: **Use group code: 1158** to get the \$135.00 (+ taxes) rate when booking your room. You will not get the group code discount if you register online. You must call. Be sure to tell them you want the Lodge at Paris Landing.

## **Meals**

Are the responsibility of the Exhibitor. There is a full service restaurant, bar and lounge in the hotel.

**Registration:** Due to space limitations, we are looking for specialty business who carry handcrafted items, fabric/clothes, herbs & herbal related products, jewelry, one of a kind products and books. All women onsite, including Exhibitors, must be registered, paid participants of the Retreat. No one will be allowed to participate in retreat activities unless they pay for registration (no exceptions).

## **Aisle Integrity, Noise Restriction**

- a. **Aisle Integrity:** All products, display materials, table, chairs, etc must be confined to the Exhibitor space footprint.
- b. **Noise Restriction:** All music must be played through headphones or similar device.

## **Electricity, Installation, Maintenance, Safety**

- a. **Electricity:** If requested on the contract, an outlet may be made available for you. One power strip (not exceeding 6 outlets) may be plugged into the outlet. You are responsible for any extension cords needed.
- b. **Installation:** Using any fastening devices to attach items to the floors or walls is not permitted.
- c. **Maintenance Of Space:** Exhibitors shall keep their space clean and orderly at all times and shall not engage in activity which would unduly interfere with visitors or other Exhibitors, or would be in violation of law, regulation or ordinances.
- d. **Safety Precautions:** Exhibitors shall take precautions for the safety of their personnel, other Exhibitors and all other persons upon the premises, and shall comply with all applicable provisions of Federal, State and Municipal safety laws, building codes and ordinances.

## **Enforcement, Exhibitor Guidelines, Sales, Illegal Merchandise, Firearms, etc**

- a. **Enforcement:** The Exhibitor agrees to comply strictly with applicable terms and conditions contained in the agreements between Paris Landing, the Sponsors, and Retreat Directors regarding the Vending premises. Retreat Directors and the Exhibitor Coordinator reserve the right to restrict exhibits, which because of noise, method of operation, materials or any other reason, become objectionable and also to prohibit or evict any exhibit which in the opinion of the Retreat Directors may detract from the general character of The Sacred Waters Retreat as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character which the Retreat Directors determine is objectionable to the Retreat or does not conform to the standards of The Sacred Waters Retreat. In the event of such restriction or eviction, the Retreat Directors are not liable for any refund or other exhibit expenses.

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## **Enforcement, Exhibitor Guidelines, Sales, Illegal Merchandise, Firearms, etc (cont)**

- b. **Vending Guidelines:** The Exhibitor agrees to produce her exhibit in dignified taste and in keeping with the reputation and image of The Sacred Waters Retreat and to provide staff to be present in the space during event hours. Exhibitor agrees to dismantle space only after closing ceremonies on Sunday, May 28th. No early breakdown is permitted.
- c. **Sales:** Exhibitors may sell merchandise. Exhibitor is responsible for collecting sales tax on all purchases. No alcoholic beverage is allowed within the Exhibition facility to sample, distribute or sell by Exhibitors without prior written approval from retreat management. Food and/or beverage sales and distribution must comply with venue policies. All Exhibitors selling or sampling food or beverages must provide a copy of their current Health Department permit or must apply for and provide a copy of an applicable temporary health permit.
- d. **Illegal Merchandise:** Merchandise or services prohibited by law are not allowed at Sacred Waters Retreat.
- e. **Firearms, Fireworks, Incendiary Devices:** The Sacred Waters Retreat prohibits the display or use of firearms, ammunition, fireworks, bombs or other incendiary devices on the premises.

## **Liability, Exhibitor Cancellations, Interpretations & Amendments, Law Provisions**

- a. **Liability:** The Retreat Directors, Sponsors, Brandon Spring Group Center, and their officers and staff members disclaim all liability for damages or losses caused any Exhibitor by fire, water, flood, windstorm, utility failures, rodents, acts of vandalism, insurrection, civil disorders, strikes, criminal acts, theft.
- b. **Lost or Stolen Items:** Sacred Waters Retreat LLC, the Retreat Directors, Sponsors, The Lodge at Paris Landing, and their officers and staff members do not assume any responsibility for lost or stolen items. So take precautions if this is of concern to you. We suggest you bring a large colorful cloth to cover any products when you are not at the table. You may also want to use the 'honor system' and just set up a jar.
- c. **Exhibitor Cancellations:** There are NO refunds for any reason on Exhibitor Space so consider that when reserving your space. Failure to set-up by the specified move-in deadline will result in forfeiture of vending space and all monies paid to date. Retreat Directors reserve the right to dispose of such space, with no refund to the Exhibitor. If we postpone or delay our event we will honor your reservation for the following season and offer full social media advertising as well. If the exhibitor cancels their reservation there are no refunds, exchanges or substitutions. If the event is cancelled due to the events happening in and around the world, we will hold your payment, reservation and booth space and contact you with new dates for the retreat. **There are no refunds.**
- d. **Interpretation and Amendments:** Retreat Directors shall have the full power to interpret and enforce all rules contained herein, and the power to make amendments thereto, and to enact such rules and regulations as shall be considered necessary for the proper conduct of Retreat.
- e. **Law Provisions:** This contract shall be governed by the laws of the State of Tennessee without regard to choose law provisions.

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## **Speaker Gift Bags, Raffle Prize, Sacred Sister Scholarship Fund**

If you are interested in additional exposure for your business, you are welcome to include your products in any or all of the following:

- a. **Speaker Gift Bags:** There will be 12 speaker gift bags so that would be 12 items.
- b. **Raffle Prize:** 1 gift basket with a value of \$50 or higher or 1 gift certificate with a value of \$50 or higher
- c. **Sacred Sister Scholarship Fund:** Make a monetary donation to the fund to support a sister in attending the retreat.

## **Application Acceptance, Contract Confirmation, Promotion**

- a. **Application Acceptance and Contract Confirmation:** Once we have received your signed contract and deposit (\$100) or the full amount (\$495) and once your application has been approved, you will be emailed an Acceptance Letter, detailing the next steps, along with a copy of the contract signed by the Event Director.
- b. **Promotion:** Once you have received your Contract Confirmation, please email the following to the Event Site Director ([SiteFairySWR@gmail.com](mailto:SiteFairySWR@gmail.com)):
  - Your logo - High resolution (300 dpi) in png or jpg format
  - 150 word description about your products and/or services
  - Your website
  - Your instagram, facebook and/or tiktok handles
  - Any hashtags you currently use for your business

## **Please Note**

Exhibitors will have wifi access but most cell phones may have limited service. Verizon & Cricket work best. If you plan to use PayPal, Square or Cash App we suggest you place your phone in batch service offline mode to run transactions until you can clear them when you have normal reception.

There is a 15-minute parking limit by the Emporium. Drive up, unload, and then park in a permanent parking space. Please honor this so that everyone has the chance to unload the items for their booths. Thank you for your cooperation in this matter.

Once you have completed your application and paid the \$100 deposit, please send your application to [SiteFairySWR@gmail.com](mailto:SiteFairySWR@gmail.com).

If you have any questions, please contact Jaymii, the Event Site Director at [SiteFairySWR@gmail.com](mailto:SiteFairySWR@gmail.com)



# Sacred Emporium Exhibitor Application/Contract

Sacred Waters Retreat · Honoring Our Ancestors · Buchanan, TN · May 25 - May 28,

Exhibitor Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Check if you are bringing an assistant.  Assistant's Name: \_\_\_\_\_

Business Website/Instagram/Facebook/Hashtags: \_\_\_\_\_

List the products and services to be vended: \_\_\_\_\_

Does your exhibit include: Video?  Music?  Food?  Beverage?

Check if you want access to electricity. Indicate which items you want.

1 table  1 chair  2 chairs  0 table  0 chairs

Indicate how you will be paying your vendor fees: Zelle  PayPal  Postal Mail

**Mail check or money order to: Sacred Waters Retreat, 226 Downer Drive, Clarksville, TN 37042**

Will you be contributing a product/service to the retreat raffle? No  Gift Basket (\$50+)  Gift Cert (\$50+)

Will you be contributing money towards the Sacred Sister Scholarship fund? No  Yes  Amount: \$ \_\_\_\_\_

Will you be contributing 12 items for the Speaker gift bags? No  Yes  Type of item: \_\_\_\_\_

## Sacred Emporium Exhibitor Fees

Exhibitor Deposit Only	Balance of \$395 due March 25, 2023	\$100.00	\$
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Exhibitor Space Full Payment	8' wide x 5' deep	\$495.00	\$
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Workshops (ea)	\$25 ea (per person)	\$25 (per person)	\$
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Assistant Fee (ea)		\$100.00 (ea)	\$
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<b>TOTAL Payment</b>	\$
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*Electronic Signature Agreement: You agree your electronic signature is the legal equivalent of your manual signature on this Contract. By signing electronically you consent to be legally bound by this Contract's terms and conditions outlined in the Exhibitor Packet. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature or any resulting contract between you and Sacred Waters Retreat, LLC.*

Jaymii Liehr Signature  
Event Site Director for Sacred Waters Retreat

\_\_\_\_\_  
Exhibitor Signature

\_\_\_\_\_  
Date