



# Muslim Community of Western Suburbs

## MCWS VENDOR/ON-SITE ADVERTISING FORM AND GUIDELINES

Name of Organization: \_\_\_\_\_  
Contact Person(s): \_\_\_\_\_  
Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Event Requested: \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Location of Events: \_\_\_\_\_  
Expected Cost (see below): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Following are the guidelines for vendors/on-site advertisers at MCWS events:

1. Non-profit organizations (e.g., CAIR)
  - Monthly Dinner: Completed form to be a vendor/on-site advertiser at a dinner must be submitted at least 2 months prior to dinner date; MCWS will respond at least 2 weeks prior to event. If money is collected, MCWS will charge \$100. If no money is collected, there will be a \$50 charge.
  - Jum'ah: Completed form to be a vendor/on-site advertiser at Jum'ah must be submitted at least 2 months prior to date; MCWS will respond at least 2 weeks prior to event. If money is collected, MCWS will charge \$200. If no money is collected, there will be a \$100 charge.
  - Eid Prayer/Dinner: Completed form to be a vendor/on-site advertiser at an Eid prayer/dinner must be submitted at least 2 months prior to date; MCWS will respond at least 2 weeks prior to event. If money is collected, MCWS will charge \$500. If no money is collected, there will be a \$250 charge.
  - Other: For other events, completed forms must be submitted at least 2 months prior to the event date; MCWS will respond at least 2 weeks prior to event.
2. For-profit organizations (e.g., Guidance Financial)
  - Dinners: Completed form to be a vendor/on-site advertiser at a dinner must be submitted at least 2 months prior to dinner date; MCWS will respond at least 2 weeks prior to event. MCWS will charge \$250.
  - Jum'ah: Completed form to be a vendor/on-site advertiser at Jum'ah must be submitted at least 2 months prior to date; MCWS will respond at least 2 weeks prior to event. MCWS will charge \$500.
  - Eid Prayer/Dinner: Completed form to be a vendor/on-site advertiser at an Eid prayer/dinner must be submitted at least 2 months prior to date; MCWS will respond at least 2 weeks prior to event. MCWS will charge \$1000.
  - Other: For other events, completed forms must be submitted at least 2 months prior to the event date; MCWS will respond at least 2 weeks prior to event.

### NOTES:

- All payments must be made to MCWS prior to event.
- Goods/services may not be sold at these events, advertising only is permitted.
- No more than 2-3 vendors will be allowed at the monthly dinners.
- Organizations/companies that collect money, must disclose the amount collected.
- Fundraising presentations usually will not be permitted at these MCWS events.
- The booths will be set away from MCWS registration tables to avoid confusion.