



Advertising and Selling at IECPA

Here at IECPA, one of our key objective is to support community members who own small businesses and help them grow. Those business owners can showcase and offer their products and services at IECPA's facility while benefiting from our diverse Media options and onsite approved sales. Our Center offers several advertising avenues and options, which vendors can utilize to their business advantage. Emails, Digital display monitors throughout the center, solicitation tables, Poster spaces and Events sponsorship are some of the many opportunities available at IECPA suitable to help small business with maximum reach into the community.

Policy Guidelines

Selling at IECPA:

1. Vendors who are interested in selling or advertising their products and services must obtain prior approval from the IECPA Board of Directors. Requests are to be made at least one week in advance of the expected launch date. Only approved vendors will be allowed.
2. Authorized and approved vendors present during Friday (Jumu'ah) services are NOT allowed to make any sales or engage members in conversations during service time. However, they can setup prior to services starting, or during services if they arrive late without being disruptive.
3. All vendors and their associate must dress appropriately and in compliance with Islamic dress code and tradition.
4. Approved vendors may setup their displays only in approved designated areas.
5. All vendors are required to donate 10% of total sales or 20% of profit, whichever is greater to IECPA. This is considered a trust contract between you and Allah in which Allah may reward you for abiding by the contract.
6. A \$50 charge is due per display table and payable with the attached form.
7. Vendors are expected to clean up their area at the end of their service. Failure will result in fines and may jeopardize future engagements and opportunities for their return.
8. A valid state issued photo ID for each vendor representative attending the merchants' stand is required. A copy will be made and retrained for our records.



Advertising at IECPA:

1. Vendors who are interested in advertising their products and services must obtain prior approval from IECPA Board of Directors. Requests are to be made at least one week in advance of the expected launch date.
2. Only approved vendors and advertisements will be allowed.
3. Vendors can advertise their products or services through
 - IECPA weekly email distribution
 - IECPA website (IECPA.ORG)
 - Display monitors in the lobby and social events hall
 - During family dinner and special events
4. Advertisement contracts run from one week to one year.
5. A valid state issued photo ID is required with each advertisement contract. A copy will be made and retained for our records.

“The advertiser and advertising agency (if applicable) agrees to assume full liability & responsibility, jointly and severally, for the contents and effect of any advertisement they have caused to be published in The Islamic Education Center of PA (here referenced as IECPA) and/or its subsidiaries and divisions related media (Web site, facilities, be it digital and/or printed) and any claim arising from such publication, including, but not limited to, claims for libel, invasion of privacy, commercial appropriation of one’s name or likeness, copyright infringement, trademark, trade name or patent infringement, commercial defamation, false advertising, or any other claim whether based in tort or contract, or on account of any state or federal statute, including state and federal deceptive trade practices acts. In addition, the advertiser and advertising agency agree, jointly and severally, to indemnify, defend and hold IECPA &/or its divisions harmless for all claims (whether valid or invalid), lawsuits, judgments, liabilities, damages, losses, costs and expenses of any nature (including the assessment of reasonable attorneys’ fees) resulting from or caused by the publication of any advertisement placed by the advertiser or advertising agency.”



Vendor Details:

Vendor Name: _____

Business Legal Name: _____ Type of Business: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

Description of products or services you intent to present at IECPA: _____

Selling Request:

No. of tables or display counters (\$50 each): _____ Date/Time Requested: _____

Advertising Request:

1. Advertising through weekly announcements. Please select option you require: (select one)

A. One week: \$70

B. One month (2 alternative weeks): \$120

C. Three months (6 alternative weeks) \$245

2. Advertising on digital display at the center: \$150/month

3. Advertising through event sponsorship \$500 to \$750 depending on event

4. Facebook / Instagram Ads \$150/week

5. Advertising on IECPA website \$50/month

6. Ad design by graphic designer \$75

Total amount due: _____

Signature: _____ Date: _____

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For IECPA official use only

Approved

Not Approved

Approver: _____ Date Approved: _____

Signed: _____

Reason for disapproval: _____
