



NATIONAL COALITION OF 100 BLACK WOMEN, INC.®
18th Biennial Conference and 35th Anniversary Celebration

August 1, 2017

To Whom It May Concern:

The National Coalition of 100 Black Women is hosting their Celebration, “*35 Years of Empowering Women in Pursuit of Justice*” at the Hyatt Regency Inner Harbor in Baltimore, Maryland, from Wednesday, September 20th through Sunday, September 24, 2017.

The National Coalition of 100 Black Women is committed to being a united voice for more than 20 million Black women in the United States. As a leadership forum, it serves as a role model to help elevate the quality of life for young Black Women and other Black women in transition. As an organization of career (professional and volunteer) women, it draws upon the strength of its membership to work toward solutions on issues of concern to the contemporary Black woman. As a network, it serves as a vehicle of communication among Black women for their own personal and professional development. And as an advocacy group, it collectively seeks the political and economic empowerment of Black women as a means of gaining access to mainstream America. Its mission is to advocate on behalf of women of color through national and local actions and strategic alliances that promote the NCBW agenda on leadership development and gender equity in the areas of health, education and economic empowerment.

Their national movement has garnered thousands of members over the years throughout 60 chapters representing 28 states. Most NCBW members have completed college and hold a professional position. In the communities across America, NCBW lays claim to physicians, dentists, lawyers, judges, corporate executives, media personalities, educators, entrepreneurs, and an array of other skilled professionals from the public and private sectors.

It is our pleasure to extend this limited exclusive invitation to you and your business to participate as one of our exclusive vendors during NCNW's upcoming 2017 biennial conference to sell your merchandise on Thursday, September 21, Friday, September 22 and Saturday, September 23rd. The space is limited, to the first 20 vendors responding



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to this invitation. We encourage you to respond at your earliest convenience as the deadline is by close of business on August 23, 2017.

It is important to remember the demographics of the more than 500 attendees; college educated, professional careers, home owners, leaders in their communities, disposable income. c the following in mind: approximately 350-500 people will attend the conference over the course of three days.

To confirm your space, please complete and sign the Vendor Reservation Form (VSF) below and return with your payment. Upon receipt of your VSF, you will receive an acknowledgement of your payment, your confirmation number and further updated instructions.

In anticipation of your questions regarding attendance and room rates, NCBW has secured a group rate of \$159 per night, single or double occupancy for the course of the conference.

If you have any additional questions, please contact me, Marsha Jews, Conference Planner, Monday through Friday 8:00 a.m. to 5:00 p.m. ET directly at marshajews.company@gmail.com or 410-300-6887,

Sincerely,

Marsha

Marsha Jews, President and CEO, Marsha Jews & Company



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EXCLUSIVE VENDOR APPLICATION

We wish to reserve booth(s) at the NCBW 18th Biennial Conference. We agree to pay the fees listed below, payment of \$600 for the total rental agreement, should be paid by _____. I understand I will not be able to set up the booth without full payment of my booth(s) and a signed rental agreement. Included in each booth at no additional charge. Pipe and Drape (8' high and 3"high dividers), Booths are 10 x 8. One skirted table - 30"H x 24"W x 8'L, Two Chairs, Booth Signage (7" x 44"), Booth area is carpeted.

The following Employees, Agents or Representative need name badges for our booth. Please print:

Name & Title			
Company			
Address			
City, State, Zip			
TELEPHONE NUMBER			
EMAIL ADDRESS			
TYPE OF COMPANY			
NAME ON CREDIT CARD			
Credit Card Type			
Credit Card Number			
SECURITY CODE		EXPIRATION DATE	



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Space Assignments -Space is leased on a first come, first serve basis with space allocation being decided by NCNW with vendor input requests or mutual consent. Every effort will be made to honor vendors' wishes; however, you may be reassigned if previous competitor booths are deemed to close. NCNW or its agents reserves the right to reassign space allocation for the benefit and betterment of the exposition. Exhibitor agrees to hold harmless NCNW or its agent's chairman, sponsoring organization and exhibit supplier from any liability, which may result from booth assignment or any cause.

Payments and Cancellations In applying for space, the Exhibitor/Vendor will pay the full amount per booth which includes the space deposit. In the event of cancellation by the Exhibitor at any time, the NCNW or its agent shall have the right to lease the space to anyone else without obligation to return the monies already paid and the right to retain such amount as liquidated damages. No exhibitor can set up without full payment of booth(s) leased.

To ensure inclusion, all submissions must be received no later than August 21st and should be sent electronically to MJCompany.Sept2017@gmail.com or mailed to the conference post office box at:

National Coalition of 100 Black Women, Inc., P.O. Box 543, Randallstown, Maryland 21133

Shipments Hotel does not have storage space for crates, pallets or large shipments. Any materials to be sent to the Hotel may arrive no earlier than 1 day prior to *September 22* . Hotel will not be responsible for any loss of damage to materials sent to hotel prior to *September 22*. Once a contract is received, set-up instructions and a shipping kit will be emailed to the contact person noted on the contract.

Booths and Equipment - the booth space will include uniform pipe and drape back wall and booth dividers, one table, one linen and two chairs and a 7"x44" sign . All other furnishing, equipment, facilities will be provided by the Exhibitor at the Exhibitor's expense and responsibility. Each vendor is responsible for the safe set-up of the booth. Storing of inventory outside of the booth will not be allowed. All empty crates and boxes may be stored under tables within your booth. Fire rules prohibit storage of boxes, crates, or product outside the defined booth area. Electricity and Wireless Internet may be ordered by indicating on the contact. Exhibitor Badges and tradeshow passes will be given so vendors can bring as many of their employees or agents as deemed necessary. Vendor badges does not allow full access to the convention; however, in no case, can a vendor hire or otherwise give a convention badge or pass to another person, or member, anyone that would otherwise need to pay registration to attend. If an abuse is noticed then Vendor will be notified and held responsible for payment of that person's registration fee.

Admissions - The NCNW and their agent will have sole authority over all admissions. All persons visiting the exhibit area will be admitted according to the rules and regulations of the exhibits as issued or amended by the authorized representative of NCNW.



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Use of Booths - All demonstrations and exhibits must be contained within the contracted booth spaces unless involved in a total convention program or demonstration, which has been cleared by NCNW or their agent. No exhibitor shall assign, sub-let or share the whole or any part of the booth space allotted without the express written permission of the NCNW. If a vendor utilizes a vacant space or encroaches upon any used space, they will be billed for the additional space used. All aisle solicitation is absolutely forbidden. Booth attendants must confine their activities within the Exhibitor's booth. Distribution of printed matter shall be restricted to the Exhibitor's booth and must be distributed in a manner that will not interfere with other Exhibitors.

Objectionable Materials and Activities - NCNW reserves the right to refuse any exhibit, or any exhibitor, or any employees, which or who in the opinion of NCNW is not keeping with the character of the show and conference, and may at any time without notice, cancel the agreement and remove the Lessee, his agents and property from the building. In the event of such cancellation, the Exhibitor hereby waives any claim for damages or for the recovery of any rental monies.

Installation of Exhibits - Each Exhibitor installs and removes his exhibit at his own expense. All exhibits must be completely set up and show ready by 9:00 AM Thursday, September 21. There is a one-vehicle loading dock at the Hyatt; therefore, we must ask that you completely unload your vehicle before beginning set-up of your booth so that others may have access to the dock. Loading/unloading help is NOT available.

Liabilities The Exhibitor is liable for any damage to hotel property or exhibits. The Exhibitor agrees to make no claims for any reason whatsoever, including negligence and/or omissions, against the NCNW, the hotel, and their representatives or agents for: loss, theft, damage, or destruction of goods; injury to ANY REPRESENTATIVE by virtue of failure to provide space or removal of exhibit, any action of any nature of the above organization or its agents, failure to hold exhibition as scheduled, or for any cause that may render exhibit area unusable.

Acceptance of an Exhibit/Exhibitor by in no way endorses the exhibit/Exhibitor's techniques, materials or conclusions. In view of the foregoing, it is suggested that the exhibitor obtain appropriate insurance for loss or damage to exhibit material. Cancelled Convention or Exhibit - NCNW, its agents, hotel or conference center and employees will not be liable if the convention and tradeshow are not held as scheduled due to fire, act of God, weather, terrorism, public enemy, labor strike, epidemic, or any law or regulation of Public Authority, which makes it impossible or impractical to hold the Exhibition. If the exhibits are called off on or before then payments for booth space will be returned, except for any actual expense incurred in the connection with the exhibits. If cancelled after no refunds will be made, but rather a credit MAY be issued to vendor which can be applied to future scheduled NCNW conventions or seminar.

I, _____, _____ AGREE TO THE AFOREMENTIONED
CONTRACT TO PARTICIPATE IN THE NCNW 18TH BIENNIAL CONFERENCE ON THIS DAY _____.

AGREED AND ACCEPTED BY:

_____ ON THIS DAY _____.