

## National Congress of Black Women, Inc., Los Angeles Chapter

### Welcome Vendor!

The National Congress of Black Women, Inc. Los Angeles Chapter is pleased that you have chosen to participate in our Vendor Market Place during our Annual Fundraising Event. This Gala will be held on Saturday, August 12, 2017 at the Congresswoman Juanita Millender-McDonald Community Center, 801 E. Carson Street, Hall B, Carson, CA 90745. We are anticipating over 200 attendees at this early afternoon awards luncheon.

Specifics concerning the event are listed below:

**Saturday - Set-up** 9:00am – 10:30 am. Please be prompt. Please contact Alene Brown Harris concerning load-in/load-out times. **Saturday Breakdown** is 2:00 pm. **Marketplace Hours:** 11:00 am until 2:00 pm. **Awards Luncheon:** 11:00 am to 3:00 pm. Attendees will be encouraged to visit the market place during the luncheon. Do not leave your merchandise unattended. We have no security or storage available for your items. All monies must be received by the marketplace coordinator by July 20, 2017. Remember space is limited so please apply early. Should you need to contact the National Congress of Black Women, Inc., Vendor Marketplace Coordinators, please call Alene Brown-Harris at 310-291-4263 or Gwen Newman-Jones at 213-700-4873.

Thanks again for helping to make our annual luncheon memorable.

Warm Regards,

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Alene Brown-Harris or Gwen Newman-Jones  
NCBW-LAC- Vendor Marketplace Coordinators

National Congress of Black Women, Inc., Los Angeles Chapter

**VENDOR MARKETPLACE - SPACE RENTAL AGREEMENT**

This agreement is made and entered into as of \_\_\_\_\_ 2017 by and between The National Congress of Black Women, Inc., Los Angeles Chapter (NCBW-LAC) and \_\_\_\_\_ whose address is \_\_\_\_\_

as ("Indemnitor") in regards to use of the facility by the "Indemnitor" on a temporary basis on Saturday, August 12, 2017 ONLY, at the Congresswoman Juanita Millender-McDonald Community Center, 801 E. Carson Street, Hall B, Carson, CA 90745, for the purpose of selling of merchandise.

NCBW-LAC desires to be protected against any and all loss by reason of the temporary use of the facility that has been provided to the "Indemnitor" for the use of selling of merchandise.

All vendor participants shall indemnify, defend, and save harmless The Congresswoman Juanita Millender-McDonald Community Center, 801 E. Carson Street, Hall B, Carson, CA 90745 and The NCBW-LAC, from any and against any and all claims, demands, lawsuits, penalties or liabilities by any name, of any kind or nature whatsoever, that may sustain or incur, or which may be imposed upon them for injury to or death of any person, or damage to any property, as a result of, or arising out of, the participant's acts or omissions in connection with NCBW-LAC.

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

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

APPROVED: NCBW-LAC BY:

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

Alene Brown-Harris 310-291-4263 or  
Gwen Newman-Jones 213-700-4873  
NCBW-LAC- Vendor Marketplace Coordinators

# National Congress of Black Women, Inc., Los Angeles Chapter

## Vendor Application

**Submit by: Thursday, July 20, 2017**

Vendor & Business name: \_\_\_\_\_

Business License/Tax ID: \_\_\_\_\_ EXP. Date \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Please attach photos or provide website address which will display merchandise: \_\_\_\_\_

Vendor/ Contact Person: \_\_\_\_\_

Description of Merchandise (jewelry, clothing, purses) \_\_\_\_\_

Number of 8ft tables needed \_\_\_\_\_

### Terms and Conditions

**1.** Vendor Event Fee is \$125.00 **PLUS** one donated Raffle Item. One 8 ft table is included in the vendor fee. **2.** Additional tables or any other items needed available upon request; however, at an additional fee negotiated directly with the hotel event coordinator. **3.** Vendor set up is 9:00 am & breakdown is 2:00 pm. **4.** Tables are allotted upon receipt of payment (first come, first serve basis). **5.** Insurance is not provided; if desired the vendor must obtain it. **6.** Chairperson(s) has the right to REFUSE space to anyone. **7.** NCBW-LAC and The Congresswoman Juanita Millender-McDonald Community Center will be held harmless in case of personal, accidental or damage to your property by persons while attending your table/booth. (DISCLAIMER). **8.** Meals are not included. Cost of luncheon meal (optional) is additional \$35.00 per person. **9.** Use of electrical cord/extensions is the responsibility of the vendor.

I have read and understand the terms and conditions as noted.

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

Vendor table/booth fee \$ \_\_\_\_\_

Dinner Meal Fee (optional) \$ \_\_\_\_\_

Total Fees Paid \$ \_\_\_\_\_

Return Completed Form to: NCBW-LAC /VENDORS P. O. Box 45361 Los Angeles, CA 90045

APPROVED: NCBW-LAC BY: \_\_\_\_\_ Date: \_\_\_\_\_

Alene Brown-Harris 310-291-4263 or Gwen Newman-Jones 213-700-4873

NCBW-LAC- Vendor Marketplace Coordinators