

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

## Vendor Application

**Submit by: Thursday, July 28, 2018**

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.** The Vendor Event Fee is **\$150.00 PLUS** one donated Raffle Item. One 8 ft table and 2 chairs are included in the vendor fee. **Additionally**, the Vendor will have his/her Business Name and type of business placed in the Souvenir Program Book. **2.** Additional tables or any other items required will be available upon request; however, an additional fee must be negotiated directly with the hotel event coordinator. **3.** Vendor set up is 9:00 am & breakdown is 3:00 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 \$25.00 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: \_\_\_\_\_

**Name(s) of Vendor Coordinators**

NCBW-LAC- Vendor Marketplace Coordinators