

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 an 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: _____

Vendor Coordinators: Alethia Cole (323-387-9068) and Lena Brown (310-930-0536)

NCBW-LAC- Vendor Marketplace Coordinators