

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

## Vendor Application

**Submit by: Wednesday, July 10, 2020**

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 \$75.00 **PLUS** two donated Raffle Items. 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 Reef Restaurant Long Beach 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 Reef Restaurant Long Beach 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 in the vendor fee, however, you may purchase for \$30.00 per person at check-in. **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 882346  
Los Angeles, CA 90009-9968

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

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

NCBW-LAC- Vendor Marketplace Coordinators