



THE MID-ATLANTIC DISTRICT Of

The National Association of Negro Business and Professional Women's Clubs, Inc.

Vending General Information Sheet **Thursday and Friday, June 23- 24, 2016**

Welcome to the 51st Anniversary of the Mid Atlantic District (MAD) Conference being held at The Claridge Hotel 123 Indiana Avenue, Atlantic City, New Jersey 08401. Hotel room rate: \$114.46, Wednesday and Thursday night, Friday the rate is \$147.06. There will be no vending on Saturday June 25, 2016. Make reservations by calling the hotel at (844) 224-7386 or booking at www.booking.com/The-Claridge-Hotel.

This year The MAD Conference will be hosted by the Atlantic City Club.

There will be specific colors worn for the following events: Thursday's business meeting; red or yellow/gold. The Vocal Arts Competition and Governor's light fare reception; evening attire.

Friday's, business meeting; red or yellow/gold. The Annual Red and Gold Hat Awards Luncheon; red or gold hats. Saturday, morning Memorial Service and Governor's Special Awards Ceremony; all white.

Vending Hours: Thursday, 9:00 AM – 5:00 PM, Friday 9:00 AM – 6:00 PM

Set-Up Start Time: Start no earlier than 8:00 AM

Breakdown Start Time: 5:00 PM

Breakdown Completion Time: 6:00p.m.

Each vendor will be supplied:

Exhibitor/Vendor space Includes: 1 - 6' long table with drape and 2 side chairs.

All Vendors will be responsible for transporting goods in and out of the hotel. Vendor fees are non-refundable and must be included with returned signed application and liability form.

Vendor's merchandise must display a positive and professional image. There will be no sharing of tables.

Tables will be assigned on a first come first serve bases after checks have been received by the Financial Secretary, Loretta Johnson. Send a copy of the check to Patricia J. Ackason, Vendor Coordinator, along with your vendor application and Liability form.



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Exhibitor/Vendor Application Form

Name _____

Company Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone (Home) _____ (Business) _____

Cell # _____ Fax # _____

E-Mail Address _____

Please provide a detail description of the Products or Services you will be selling:

EXHIBITOR/VENDOR APPLICATION FEE (Please Circle)	2 DAYS	1 DAY
CORPORATION/GOVERNMENT	\$400.00	\$325.00
NON-PROFIT ORGANIZATION AGENCY	\$350.00	\$185.00
MINORITY OWNED BUSINESS	\$200.00	\$150.00
<i>(will include business card in program booklet)</i>		
NANBPWC MEMBER OWNED BUSINESS	\$130.00	\$ 70.00

Exhibitor Booth Includes: 1 - 6' long table with drape, 2 side chairs and 1 waste paper basket.

Cancellation Policy: No refunds returned if reserved space is cancelled ten (10) days prior to event.

Please make checks/money orders payable to: **(Mid-Atlantic District NANBPWC)**, indicate on check memo Exhibitor/Vendor. Fees can be paid through PayPal. All applications, liability forms and checks must be received by **June 1, 2016**

**MAIL APPLICATION, COPY OF CHECK
& LIABILITY FORM TO:**

Patricia J. Ackason
5772 W. Jefferson Street
Philadelphia, PA 19131
(215) 477-9757 (H) (215) 704-3969 (M)
packjaks@aol.com

MAIL ALL CHECKS TO:

Loretta Johnson
Post Office Box 4625
Alexandria, VA 22303
(703) 619-5014 (H) (202) 413-3726 (M)
Johnsloret7@aol.com



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Exhibitor/Vendor Liability Form

Exhibitor/Vendor shall be responsible for any and all losses, damages and destruction to property owned by the _____ during said exhibition, being June 23-25, 2016.

Exhibitor/Vendor shall pay costs resulting from any damages and agrees to defend, indemnify and hold harmless the Mid-Atlantic District of NANBPWC INC. the _____, its owners, managers, officers, directors, agents, employees and affiliates from all such claims.

Exhibitor/Vendor hereby agrees to indemnify and hold the Mid-Atlantic District NANBPWC harmless from and against any claims arising out of negligent acts or omissions of exhibitor, his/her agents or employees in the use of exhibit space.

Signature (Exhibitor/Vendor)

Date

Company Name

*****Signed Liability Form must be submitted along with your application**