



**NATIONAL COALITION OF 100 BLACK WOMEN  
Suffolk County Chapter, Inc.**

***A Women's Economic Empowerment Tea***

**My Sister's Keeper: A Financial Tools Workshop**

**Saturday, April 16, 2016, 8:30 AM – 2:30 PM**

The Upsky Long Island Hotel

100 Vanderbilt Motor Parkway, Hauppauge, NY 11788



**Vendor Application and Agreement Form - Due by Friday, April 1, 2016**

Name: \_\_\_\_\_ Daytime Telephone: \_\_\_\_\_

Organization \_\_\_\_\_

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

Evening Phone \_\_\_\_\_ Email \_\_\_\_\_

1. Please briefly describe your organization: \_\_\_\_\_  
\_\_\_\_\_

2. Please describe your product/ service(s): \_\_\_\_\_  
\_\_\_\_\_

3. Do you require electrical outlet(s)? No \_\_\_\_\_ Yes \_\_\_\_\_ (please bring your own extension cords)

4. Please indicate the activity at your table and describe it below:  
\_\_\_\_\_ Demonstration of Product \_\_\_\_\_ Sales \_\_\_\_\_ Education  
\_\_\_\_\_  
\_\_\_\_\_

**Vendor Fee: \$85.00** – Payable by Check or via Pay Pal link on our website

**Vendor fee includes one (1) Lunch and participation in workshops**

**Please Note:** Table set up must be completed by 8:00 am. \_\_\_\_\_ (initial here). Event opens at 8:30 AM  
**One table, two chairs, and a skirted table will be provided to you.**

Bring your own extension cords, and duct tape to cover cords. Please do not use signs or easels that obstruct your neighbor's exhibit.

Email the completed application and signed agreement to [nc100bwsuffolk@gmail.com](mailto:nc100bwsuffolk@gmail.com)

Questions, please contact Dionne Walker-Belgrave @ 516-381-4785

Please **mail** your check or money order to:

NCBW Economic Empowerment Tea  
NATIONAL COALITION OF 100 BLACK WOMEN  
Suffolk County Chapter, Inc.  
P.O. Box 346  
Islip, New York 11751

Thank you for your support!!

*Suffolk County Chapter, Inc.  
P.O. Box 346, Islip, New York 11751  
www.ncbwsc.org*

**The National Coalition of 100 Black Women, Suffolk Chapter, Inc. (NCBW)**

**Vendor Agreement**

Exhibitors will abide by and be subject to the following agreement as a condition for acceptance as an exhibitor at the Women's Economic Empowerment Tea to be held on Saturday, April 16, 2016.

1. I understand that NCBW reserves the right to remove any exhibitor who misrepresents himself, services, or organization.
2. Once confirmed a space at the event, I understand that all exhibitors will be set up **1/2 before the event opening. Set up should be completed by 8:00 am**
3. I agree to comply with all local and state regulations. I will have no open flames.
4. I will store excess items out of sight. I agree to abide by move-in and move-out times as stipulated by NCBW. I further agree to remain on site and set-up for the duration of the event.
5. I will not hold NCBW liable for failure to perform or fulfill its contractual obligations provided such a failure is caused, occasioned or impeded by closures of site location due to any causes beyond its control. Nor will I hold NCBW responsible for loss or damage of exhibitors' wares, exhibits, or personal property or for loss or injury caused by items exhibited, directly or through warranty, expressed or implied. Insurance for such loss, damages or injury will be my sole responsibility.
6. I understand that NCBW will make the assignments of booth locations for each exhibitor at its sole discretion.
7. I understand that if I do not participate at this event, my vendor fee may be not refundable. If notification is given prior to April 1<sup>st</sup>, 50% of vendor fee is refundable. Thereafter, no refund will be given.

**General Release and Acceptance of Rules**

I have read the contract and agree to abide by these rules. In addition, I expressly release NCBW and the owners of the exhibit hall from any damage, injury, and loss to any person or goods which may arise from the occupation of this space or the participation in this event by me, the exhibitor. I also agree to hold NCBW harmless of any loss, injury or damage. I further agree that no employment is created by this contract.

Upon acceptance of this application, I give permission to use my name, company name, logo and contact information for all publicity purposes, including – but not limited to, a listing on the NCBW website. Additionally, I consent to any photography or videoing of my person and/or my exhibit area and materials during the event; and hereby release any and all claims to such photography or videography taken and authorize its use by NCBW Suffolk County Chapter.

Application to this event constitutes exhibitor agreement of this release.

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Applicant's Signature and Title

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Date

*Suffolk County Chapter, Inc.*  
*P.O. Box 346, Islip, New York 11751*  
*www.ncbwsc.org*