



*Women's Empowerment Conference
Women on the Move, Breaking Barriers
Saturday, September 11, 2010*

Vendor Application Form

The National Coalition of 100 Black Women, Inc., Greater Miami Chapter (NCBW 100) is offering a limited number of vendors an opportunity to display and/or sell approved items during its 2010 Women's Empowerment Conference which will be held on Saturday, September 11, 2010 from 8:00 a.m. to 12:00 p.m. at the Intercontinental Hotel at Doral Miami located at 2505 NW 87th Ave., Doral, Florida 33172. This must attend event will provide information and resources that will stimulate and empower women to strive for all that they aspire.

In order to be considered for vending space, please adhere to the following guidelines:

1. **APPLICATIONS MUST BE RECEIVED BY August 31, 2010.** Applications must include: a completed and signed application and full payment for the vendor table. Only credit card, cashier checks and money orders will be accepted. **No personal checks.** Payment should be addressed to NCBW 100, Greater Miami Chapter. Credit card payments may be made at www.NCBW100Miami.org and clicking on the "Donations" button. There is a 3.5% service charge for credit card payments. **Please be advised that you must complete the PayPal registration instructions in order to ensure your payment is processed properly.** NCBW 100 will send an e-mail notification verifying receipt of payment in addition to any notification issued by PayPal.
2. NCBW 100 reserves the right to request any selected vendor demonstrate current proof of applicable insurance and/or licensing requirements. NCBW 100 reserves the right to reject or deny the participation and/or display of items by a vendor who fails to submit requested documentation.
3. Payment in full operates as your commitment to attend the event and **NO REFUNDS** will be made for cancellation or your non-appearance at the event. If the event is rescheduled, your reservation will remain effective for the new date.
4. All vendors will be selected in part in consideration of the goods and/or services they provide that is consistent with or complimentary to the nature of the event. Vendors who promote items of a sexual nature will NOT be selected.
5. NCBW reserves the right to make final vendor selections. Any vendor not selected for participation for reasons other than those outlined in Paragraph 6 will receive a full refund of the table fee.
6. NCBW 100 reserves the right to decline and/or refuse the sale, display, or transfer of any items which NCBW 100 deems inappropriate up to and including the day of the event. There will be no refunds made to a vendor that is prohibited from participation under these circumstances.
7. NCBW 100 shall be the sole provider of food and beverages at the event.

Vendors will be responsible for the cleanup of their designated area, including ground debris. The Event Committee will inspect area before departure at the close of the event. **Vendors shall be solely responsible for any damage, regardless of intent, to the event facility.**

Women's Empowerment Conference Vendor Table Fee

Vendor set-up will begin at 7:00 a.m. The fee for a six foot table is \$75.00 (entire event) and includes two chairs, table covering, table-top signage. Pricing for the breakfast is **not included** with the vendor table fee. Any additional items needed for the display area are the sole responsibility of the vendor. All fees are irrespective of time period in which the vendor commences with displaying his/her items. NCBW 100 shall determine vendor spacing and will designate table assignments. The breakdown and clean up of the vendor display area will commence promptly at 12:30 p.m. and must be concluded by 1:00 p.m.

Application Release and Acknowledgment

A. I hereby make an application for a vendor space at the 2010 Women's Empowerment Conference. I agree to abide by the rules, regulations, limitations, insurance requirements, if any, and other conditions set forth by the NCBW 100 governing the event.

B. The individual or company making this application, its representatives and/or employees, release and forever discharge the Greater Miami Chapter of the National Coalition of 100 Black Women, Inc., its agents, and/or representatives from any responsibility, personal liability, loss, or claims made by me or against me, or against me by others through my actions at the event.

Company: _____ Contact Person: _____

Telephone (**REQUIRED**): _____ Fax Number: _____

Address (City, State, & Zip): _____

E-mail: _____ Website: _____

Description of Services and/of products to be sold or displayed and price:

Authorized Individual (Signature): _____

Title: _____ Date: _____

Yes, I am willing donate an item (minimum value \$25.00) for the NCBW 100 raffle, which will help fund programs sponsored by NCBW.

Please return completed application with check payable to:
NCBW 100- Greater Miami Chapter
Attn: Women's Empowerment Conference Committee
P.O. Box 174027
Miami, FL 33017