

VENDOR PROGRAM INFORMATION

Greetings Prospective Vendors!

The Top Ladies of Distinction, Inc. Area II 36th Annual Leadership Conference will convene April 12 through April 15, 2018 at the Westin Wilmington/Chase Center on the Riverfront at 818 Shipyard Drive, Wilmington, Delaware 19801. The purpose of the TLOD Leadership Conference is to support TLOD, Inc. programs and projects, including the Top Teens of America (TTA) Program. The TTA Program focuses on empowering and developing our youth, ages 13 through 19, to become leaders of tomorrow.

Vendors are welcome to join us in this occasion by providing the sale of merchandise to Ladies, Teens and Lords attending the conference. Vendor Tables will be available for rental Thursday through Sunday for a total fee of \$250.00 for the duration of the conference. Each vendor is requested to donate a gift that will be used as a winning door prize. There are no discounts for shorter durations.

To confirm your participation, register online at www.tlodinc.org no later than March 18, 2018. It is very important that you read the complete contract and follow all of the instructions within. The contract MUST be signed in the appropriate places and mailed along with the fee as instructed in the Vendor Contract. Ten vending spaces located in a conference room will be allocated on a first come, first serve basis. There is also an opportunity to place an advertisement in the conference Souvenir Journal. Vendor Reservation and Souvenir Journal Advertisement forms are enclosed.

Vendors are also invited to use the same hotel as the Top Ladies, subject to availability.

If you have any questions or concerns please, contact Lady Nieta J. Scott-Dunmore at (804) 721-3626 or email PrescentralVA1@yahoo.com.

Yours in Service,
Lady Nieta J. Scott-Dunmore
36th Annual Area II Conference
Vendor Chairman

VENDOR PROGRAM POLICY

TLOD VENDOR POLICY - Ensure that any merchandise exhibited or sold contains absolutely no obscene messages or signs and no drug related symbols or paraphernalia. Violators of this policy will forfeit contract. Vendors will be requested to leave immediately and vendor fees will not be refunded.

BOOTH SPACE - Booth space will be 8 feet by 10 feet and include one (1) 6 feet by 30 inch table and 2 chairs.

VENDOR SPACE IS LOCATED ON THE SAME FLOOR AS CONFERENCE ACTIVITIES. Vendor tables and/or displays must be confined within the area of space allocated. Selling of exhibited merchandise is permitted only in the area designated by TLOD and the Westin Wilmington/Chase Center on the Riverfront at 818 Shipyard Drive, Wilmington, Delaware 19801. No tables are to be placed outside the designated leased area to include the hall areas.

HOURS: Vending hours are as follows: Set up: Thursday, April 12, 2018 from 7:00 pm to 8:00 pm
Opens: Thursday, April 12, 2018 from 8:00 pm to 11:30 pm
Opens: Friday, April 13, 2018 from 7:30 am to 11:30 pm
Opens: Saturday, April 14, 2018 from 7:30 am to 11:00 pm
Opens: Sunday, April 15, 2018 from 8:00 am to noon (Closed)

LIABILITY: It is expressly agreed and understood between Vendors and Top Ladies of Distinction, Inc. that TLOD shall be under no liability for loss of or damage to goods or property of vendors or personal injury to the Vendors or the Vendors' employees, and each Vendor upon signing this contract expressly releases TLOD from and agrees to hold TLOD harmless from all such claims. Vendor further warrants that he/she will obey all rules, regulations and laws of the Chase Center on the Riverfront. Vendor shall be fully responsible to pay for any and all damages to property owned by the Westin Wilmington/Chase Center on the Riverfront, its owners or managers, which result from any act or omission of Vendor. Vendor agrees to defend indemnify and hold harmless the Chase Center on the Riverfront, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damages or charges resulting from Vendor's use of property. Vendor's liability shall include all losses, costs, damages, and expenses arising from or out of or by any reason of any accident or bodily injury or other occurrences to any person or persons, or their property including the Vendor, its agents, employees, and business invitees which arise from or out of the Vendor's premises, the Chase Center on the Riverfront or any part thereof.

MISCELLANEOUS REGULATIONS: No loudspeakers, tape recorders, sound movies/videos, computers or megaphones that interfere with adjoining exhibits will be permitted. Silent movies/videos must be located where they do not interfere with other Vendors or aisle space. Operations must conform to any regulations as set by the Chase Center on the Riverfront. No materials of any kind may be affixed to the Hotel walls. No combustible decorations such as crepe paper, tissue paper, cardboard or corrugated paper shall be used at any time. All packing containers, excelsior and wrapping paper are to be removed from the floor and must not be stored under the tables or displays. Wall and floor outlets are not part of the display space. Any cost incurred by the use of any of the above will be at the expense of said Vendor.

SUB-LETTING: The Vendor agrees not to assign, sublet or share the whole or any part of his assigned space without the prior knowledge or written consent by the Vendor Chairperson.

SOLICITATION BY NON-VENDORS: Firms and representatives of firms not assigned vending space are prohibited from soliciting business in any form. Violators will be promptly ejected from the area.

REFUND POLICY: All requests for refunds must be submitted in writing and postmarked or emailed by March 31, 2018. A nonrefundable \$25.00 fee will apply to all refunds. Requests should be mailed to the Area II Financial Secretary, Lady Tracy Brandon, 2904 Valerian Lane, Upper Marlboro, MD 20774 or email financialsecretaryarea2@gmail.com. There will be no refunds granted after March 31, 2018.

Name of Company _____

Date _____

Printed Name _____

Signature _____

VENDOR CONTRACT

Vendor Booth \$250

**Space: 8 FT x 10 FT to include one table and 2 chairs.
Extra space and/or second table constitute SECOND BOOTH.**

Name of Company/Organization/Agency _____
(Please attach a business card)

Contact Name _____ Title _____

Preferred Phone _____

Email _____

Top Ladies of Distinction, Incorporated (TLOD, Inc.), sets forth the rules and regulations of its VENDORS PROGRAM on this CONTRACT: TLOD, Inc. reserves the right to assign space. Assignments will be made during the organization's Area II Leadership Conference by categories and according to the descriptions of products given to TLOD, Inc. by vendors. The TLOD Area II Leadership Conference will convene at the Westin Wilmington/Chase Center on the Riverfront at 818 Shipyard Drive, Wilmington, Delaware 19801. BOOTH SPACE (8 ft. x 10 ft.) includes one 6 ft. by 30 in table and cost \$250.00. Each vendor is requested to donate a gift that will be used as a winning door prize. Vendor space is located on the same floor as conference activities.

- Only 10 BOOTH SPACES will be available.
- VENDOR SPACE WILL BE ASSIGNED ON A FIRST-COME FIRST-SERVE BASIS.
- To secure BOOTH SPACE, full payment and signed contract must be returned as soon as possible.
- Deadline: March 18, 2018 or as long as space is available. .

Credit card payments only. No personal checks accepted.

1. Mail or email a copy of signed contract and vendor program information to:
Lady Nieta J. Scott-Dunmore, P.O. Box 1657, Petersburg, VA 23805 or PrescentralVA1@yahoo.com.

2. Register and pay online at www.tlodinc.org. Credit card payments only.

In consider for the use of vending booth space ,a cashier's check or money order for \$_____ as full payment for the rental of (number)_____ Vending Booth Space(s) is enclosed (\$250.00 per booth space).

Signatures:

On-Site Vendor Manager _____ Date _____

Preferred Phone _____ Email _____

Authorized Company/Organization/Agent/Owner _____

Preferred Phone _____ Email _____

It will be the vendor's responsibility to secure merchandise each night.