



***Top Ladies of Distinction, Inc.***  
***Area One Conference***  
Lady Harnell Williams, National Area One Director



March 1, 2018-March 4, 2018

TO: Prospective Vendors

The Top Ladies of Distinction, Inc. (TLOD) – Area One invites you to participate in the Vendor Program at the 47th Annual Area One Leadership Conference. The Area One conference will be held at the Doubletree Hotel San Antonio Airport.. The dates are Thursday, March 1, through Saturday, March 3, 2018. Enclosed you will find the Vendor Contract.

Please note that vendors will be able to utilize our hotel rate (see enclosed Hotel Reservation information).

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 with the fees as instructed in the Vendor Contract.

If you have any questions or concerns please contact me at (832) 723-4598 or email: [jazybarb@yahoo.com](mailto:jazybarb@yahoo.com)

Very truly yours,

*Barbara Lewis*

Lady Barbara Lewis  
Area One Vendor Program Chair

Enclosure: Vendor Contract  
Hotel Reservation Form

***Conference Theme: TLOD and TTA: Engaging in the Enhancement of Programs that Invest in the Community through Volunteer Service***

**National Theme:** Investing in Volunteer Service Advocacy and Accountability Leadership Development and Training Unity and Collaboration Engagement and Empowerment Social Responsibility and Sisterly Concern that Support, Enhance and Sustain

## **TOP LADIES OF DISTINCTION, INCORPORATED (TLOD) VENDOR PROGRAM VENDOR INFORMATION**

**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. 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 Doubletree Hotel San Antonio Airport, 37 NE Loop 410, San Antonio, TX 78216. **No tables are to be placed outside the designated leased area.**

**HOURS** - Vending hours are as follows:

Set up – Thursday, March 1, 2018 from 12:00 PM until 4:00 PM

Opens – Thursday, March 2, 2018 from 5:00 PM until 11:30 PM

Opens – Friday, March 2, 2018 from 9:00 AM until 10:00 PM

Opens – Saturday, March 3, 2018 from 9:00 AM until 10:00 PM (Closed)

**Vendors are responsible for securing their merchandise each night.**

**LIABILITY OF Top Ladies of Distinction, Incorporated (TLOD):** It is expressly agreed and understood between Vendor and TLOD, Inc., that TLOD shall be under no liability for loss or damage to goods and/or property of Vendor, or personal injury to the Vendor's employees, guest of TLOD Area One Leadership Conference and Doubletree Hotel San Antonio Airport guest. Each Vendor, on signing this contract, expressly releases TLOD from and agrees to hold TLOD harmless from all such claims. Vendor further agrees he/she will obey all safety rules, regulations and laws of the Doubletree Hotel San Antonio Airport.

Vendor shall be fully responsible to pay for any and all damages to property owned by the Doubletree Hotel San Antonio, its owners or managers, which result from any act or omission of Vendor. Vendor agrees to defend indemnity and hold harmless the Doubletree Hotel San Antonio Airport, 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 Doubletree Hotel San Antonio Airport or any part thereof.

The Doubletree Hotel San Antonio Airport Vendor sales will be in hallways and/or foyer areas. **Sale of merchandise in any area other than authorized space is strictly prohibited and violators of this policy shall forfeit their Booth Space and Vendor Fees will not be refunded.**

**MISCELLANEOUS REGULATIONS** - Loudspeakers, phonographs, sound movies or megaphones that interfere with adjoining exhibits are prohibited. Silent movies must be located as to not interfere with other Vendors or aisle space. Operation of any of the above must conform to any regulations set by the Doubletree Hotel San Antonio Airport.

**ELECTRICAL SERVICE**- Wall and floor outlets are not part of the display space.

**VENDOR \$250.00 PER BOOTH  
BOOTH SPACE  
8 FT x 10 FT to include one table  
\*\*Extra space and/or second table  
constitute SECOND BOOTH.**

**Contract for Vendor Space  
Top Ladies of Distinction, Inc.  
Area One Leadership Conference**

**FOR OFFICE USE ONLY:**  
Date Received: \_\_\_\_\_  
Amount Received: \_\_\_\_\_  
Receipt Number: \_\_\_\_\_

**TLOD Vendor Program  
March 1, 2018-March 4, 2018  
Doubletree Hotel San Antonio Airport  
37 NE Loop 410  
San Antonio, Texas 78216**

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

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Description of Product to be sold \_\_\_\_\_

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 One Leadership Conference by categories and according to the descriptions of products given to TLOD, Inc. by vendors. The TLOD Area One Leadership Conference will convene at the Doubletree Hotel San Antonio Airport. BOOTH SPACE (8 ft. X 10 ft.) includes one 6 ft. by 30 in. table. Space will be available on Thursday, March 1, 2018 from 12:00 PM until 11:30 PM, Friday, March 2, 2018 from 9:00 AM until 10:00 PM and Saturday, March 3, 2018 from 9:00 AM until 10:00 PM.

**Vendors are responsible for securing their merchandise each night.**

- Only **10 BOOTH SPACES** will be available. **No vendor will be assigned hallway space.**
- **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 date: February 21, 2018 or as long as space is available. Envelopes will be available on site for postmark verification.**

**Make cashier's check or money order payable to: TLOD – Area One Conference. No personal checks accepted.**

1. Mail a copy of contract to:

Lady Barbara Lewis, Area One Vendor Chair  
426 Sandra Jane  
Nacogdoches, Texas 75964 (832) 723-4598)  
jazybarb@yahoo.com

2. Mail cashier's check or money order with contract to:

Lady Sharon Penson, Area One Financial Secretary  
9207 Green Forest  
Shreveport, Louisiana 71118  
(318)218-9981  
sdpenson@bellsouth.net

In consideration for the use of vending booth space, a cashier 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:**

\_\_\_\_\_  
Onsite Vendor Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Company/Organization/Agent/Owner

\_\_\_\_\_  
Date