

National Black Genealogy Summit
Grand Wayne Center and the Allen County Public Library
Fort Wayne, Indiana
October 20 -22, 2011
www.BlackGenealogyconference.info

VENDOR AGREEMENT

The National Black Genealogy Summit will be held at the Grand Wayne Center and Allen County Public Library with exhibit and vending opportunities on October 21& 22, 2011. The National Black Genealogy Summit Planning Committee will oversee this event and will hereafter be referred to as NBGS. Vendor refers to all individuals, companies or organizations, profit or non-profit, formal or informal, who have been invited to participate in the NBGS sponsored event, to use Exhibits Hall, or other facility to sell or promote products, membership, or services. The word Vendor is interchangeable with exhibitor. The term agent includes the Vendors' employees, independent contractors, with or without compensation, licensees, and volunteers working in the Exhibitor's booth or otherwise under the direction of the Exhibitor. Vendors and their agents shall conduct themselves in a professional and ethical manner at all times during the conference. Ethical conduct for Exhibitor and their agents excludes all illegal activities and the promulgation of erroneous or misleading information about products and services they are selling or about products or services sold by others. Any Vendor or agent found to be involved in illegal activities or to be passing false or misleading information may result in the Vendor from being ejected from the conference at the discretion of the NBGS.

Exhibitor acknowledges that materials displayed at booths of others exhibitors at the conference are for the use of said other Exhibitors and conference attendees only, and Exhibitors shall not obtain any material from another Exhibitor's booth without the prior consent of the other Exhibitors. Vendors shall notify in writing all persons working with, or in any way representing them at the conference. All persons representing the Vendor must wear a NBGS provided name badge identifying them as an agent of the Exhibitor at all times in the conference facility. Design and content of these badges is wholly at the discretion of the NBGS.

Vendor agrees to abide by all existing laws, rules, agreements and regulations, including those covering the use of services or labor in the conference facility. The exhibitor assumes full responsibility and liability for the action of its agents.

The Exhibitor is responsible for damage to his leased space. No signs or articles may be affixed, nailed, or otherwise attached to the walls, doors, windows, etc. in such a manner as to deface or damage them. Likewise, no attachments may be made to floors by nails, screws, tape, or any other devices, which would damage or mar them. In all cases the judgment of the NBGS shall prevail.

Assignment of space will be made by the NBGS and may be changed at any time, including during a conference, for any reason, stated or unstated, by the NBGS. Exhibits must be self contained within the space assigned by the NBGS. Chairs, furniture, or other materials shall not be placed outside assigned space or setup in such a manner as to block exits, access to other rooms, or access to other Vendor's space.

Payment for booths must be made at the time booth is reserved. Payments made within 10 days of event will be made in a cash instrument such as a cashier check or money order or will be subject to the discretion of the NBGS.

Once the exhibitor sets up at the conference, there will be no refunds. Cancellations must be received by October 10, 2011 in order to receive a refund. All refunds will require a \$25.00 administration fee.

Exhibitors can ship **1 week** in advance to the facility. Shipments should be addressed to: **Grand Wayne Center, 120 W. Jefferson Blvd. Ft. Wayne, IN. 46802**. All shipments **must** have the name of the event and the booth number on the outside of the package. Vendor shall make their own arrangements for shipment, delivery and receipt to the exposition and those shipments shall be prepaid. NBGS and the management of the facility will not incur any costs for any shipping arrangements.

Neither the NBGS nor its agents or representatives will be responsible for any injury, loss or damage that may occur to the Exhibitor or the Exhibitor's agent or property, from any cause whatsoever. Under no circumstances will the NBGS be liable for lost profits or other incidental or consequential damages.

Exhibitor shall not assign, sublet, or share assigned space without the knowledge and written Consent of the NBGS. Vendor must display only the goods manufactured or dealt in by them in their regular course of business. NBGS reserves the right to restrict exhibits which in the opinion of the NBGS, may detract from the general character of the exposition as a whole, consists of products or services inconsistent with the purpose of the conference.

Solicitation by Non-Vendors: Solicitation by non-vendors is prohibited. Vendors and representatives who have not been assigned exhibit Space are prohibited from soliciting business in any form. Violators of this prohibition will be required to leave the Exhibition Hall.

Questions contact Josette Jordan at 260-421-1274 or email at JJordan@acpl.info,

By submitting your Application you have agreed to the terms stated in this agreement.

- 1. Location and Dates:** NBGS Vendors will be exhibiting at the Grand Wayne Center in Exhibit Hall B on October 21st and October 22nd from 9am to 6pm and 9am to 4pm respectively.
Load in/Set-up: October 20th from 12pm to 8pm and October 21st from 8am to 10am.
Tear down: October 22 from 4pm to 8pm. All displays must be removed by 8pm on October 22nd.
Vendor will be liable for any expenses incurred in order to comply with this condition.
- 2. Booth Fees:** **\$150** per booth for applications that are received by September 5th. After Labor day, September 5th, booth fee will be **\$170**.
- 3. Vendors will be provided with the following:**
 - 10 x 10 booth**
 - 1 eight foot table with skirting**
 - 2 chairs**
 - 1 waste basket**
 - 1 sign**
 - Pipe and drape to define space.**
 - Access to Free WIFI**

Applications will be accepted thru October 1st. Payment must be received at time of application in order to reserve a booth.

**Make checks payable to the Allen County Public Library Foundation
(Include NBGS in the Memo section)**

**Please return application with payment to:
National Black Genealogy Summit
c/o Allen County Public Library
P.O. Box 2270
Fort Wayne IN, 46801-2270**

EXTRAS:

Electricity: \$25.00 - 120volts to 20 amps /2400 watts (includes extension cord and power strip.)

Note: All requests must be received and paid for 1 week in advance of conference.

Display tables: \$25 - Additional tables will include vinyl cover and skirt

Wired Internet Access: \$75 per day

Parking: Grand Wayne Civic Center Parking Garage rate is **\$7.00 per day**
Loading Dock is Located at Webster and Washington St. You may use the ramp or carry in.
Carts will be available to assist with transporting products to your assigned booth.
Additional parking is also available at Parkview Field at the Harrison Square parking Garage.
Rate is \$7.00 per day. Located at Harrison St and Douglas Street.

The NBGS Committee would also like to extend to our exhibitors the opportunity to attend our Banquet held at the Grand Wayne Center and also the opportunity to purchase brown bag lunches.

Conference Banquet and Keynote Speaker at the Grand Wayne Center:

Friday, October 21, 2011 6pm – 9pm

Number Attending _____

Check choice of the following entrees:

Pot Roast w/ New Potatoes & Sweet Onions and Pan Gravy \$45 _____

Tilapia w/ Lemon Dill Butter and Sweet Pepper Chutney \$45 _____

Shitake Chicken w/ Shitake Mushroom Sauce \$45 _____

Vegetarian Meal- Ratatouille Crepes w/ Romano Cheese \$45 _____

TOTAL BANQUET \$ _____

****If more than one person is being registered, indicate number of meals ordered.**

Brown Bag Sessions October 21st – October 22nd :

Brown Bag Lunches available at the following sessions:

**Friday, October 21: Chicken or Vegetable Wrap
\$10 _____ Chips. Gourmet Cookies Beverage**

**Saturday October 22: Grilled Chicken, Mashed Potatoes, Garden Salad
\$10 _____ Peach Cobbler Dessert Beverage**

TOTAL Brown Bag Luncheons \$ _____

TOTAL AMOUNT ENCLOSED FOR EXTRAS: \$ _____

NBGS VENDOR APPLICATION

Business/ Org. Name: _____
Contact Name: _____
Address: _____
City: State: Zip Code: _____
Telephone: _____ **Fax:** _____
Mobile Phone: _____
EMAIL: _____
Merchant Certificate No./ Fed. ID. SS#: _____
Emergency Contact Name and Phone: _____

Number of booths requested: _____

Electricity _____ **Yes** _____ **No** _____
Additional Display Tables _____ **Yes** _____ **No** _____

Please check categories that best describe your business, products or services:

- | | |
|--------------------------------------|-----------------------------------|
| ___ Genealogy Related Materials/Info | ___ Clothing/Jewelry |
| ___ Beauty/Hair Products | ___ Educational products/services |
| ___ Arts & Artifacts | ___ Music & Musical Instruments |
| ___ Afro centric Products | ___ Ethnic African Products |
| ___ Health Products/Services | ___ Technology |
| ___ General Merchandise | ___ Community/ Social Services |
| ___ Government Dept/Agency | ___ Consulting Services |
| ___ Other (please specify) | |

Applications will be accepted thru October 1, 2011. Payment must be received at time of application in order to reserve a booth.

Refunds: Refunds must be requested in writing or by email and must be received by October 10th. All refunds will require a \$25.00 administration fee.

Booth Assignments will be first come first serve. From the attached booth layout, select your top 3 choices. NBGS will contact you if your selections are not available.

#1 _____ **#2** _____ **#3** _____

TOTAL AMOUNT ENCLOSED \$ _____