April 20, 2020

Dear Vendor:

The National Coalition of 100 Black Women, Prince William County Chapter, Inc. (NCBW/PWCC, Inc.) will host its 8th Annual Sisterhood Brunch on Saturday,

 August 15, 2020 at the Hilton Alexandria Mark Center Hotel, 5000 Seminary Road, Alexandria, Virginia from 10am - 2pm. This event has been rescheduled from 2 May 2020,

due to the COV 19 pandemic.

The National Coalition of 100 Black Women, Inc., is a 501(c) (3) Non-Profit Organization chartered on January 22, 1984.  NCBW/PWCC. Inc. was installed on Saturday, November 17, 2012. NCBW/PWCC, Inc. has 96 members who are committed to the organization's goals and mission of impacting and addressing the critical needs of the constituents we serve in the areas of Education, Health, Economic & Political Awareness and Leadership Development. We will award ten scholarships this year, and will continue to mentor young girls in Prince William County. We have also partnered with Sentara Northern Virginia Medical Center, Potomac Health Foundation, AARP, Youth for Tomorrow (YFT), Apple Federal Credit Union, area businesses, organizations, and Coalition Sisters, along with local Prince William and Stafford Counties churches to educate black men and women about Diabetes and Mental Health.

The Sisterhood Brunch is one of NCBW/PWCC, Inc.’s major fundraising events.  Our theme

This year is “**One Thousand Women in Black” (With Colorful Accessories)”.**

Last year we had over 550 attendees who benefited from the wisdom, fun, and fellowship. The proceeds from the Sisterhood Brunch help support our Signature Programs and Scholarships.

NCBW/PWCC, Inc. is reaching out to various vendors to support this major fundraising event.  The vendor fee is $150.00 per table. If you need an additional table, the cost is $50.00. Space is made available based on the number of tables per vendor. Tables will be assigned as payment is received; therefore, please pay immediately. The deadline for all money is Saturday, July 25, 2020. Information and application form are provided in the attached Application for Exhibit Space. Please send the attached form and your certified check or money order made payable to:

NCBW/PWCC, Inc.

Attn: Mrs. Irish Amos-Curry

P.O. Box 1166

Dumfries, Virginia 22026

My telephone numbers are as follows: **Home (540) 659-4105 OR Cell (540) 446-3182**. My email address is as follows: **honfive@aol.com**. I look forward to hearing from you.

Sincerely Yours,

Mrs. Irish Amos-Curry, Vendor Chairperson

cc: Ms. Sonia Givens, Chairperson

Ms. Sylvia Beach, Co-Chairperson

Mrs. Vielka Gary, 2nd Vice President of Fund Development

Ms. Shelia Coleman, President

**APPLICATION FOR EXHIBIT SPACE**

CERTIFIED CHECKS OR MONEY ORDERS should be made payable to: National Coalition of 100 Black Women, Prince William County Chapter, Inc. (**NCBW/PWCC, Inc.**)

**PAYPAL Link for Vendor Table:**

<https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=FA5B53PM3N98S>

**Additional $50 Table Vendor Link:**

<https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=RN3YJYMFLMCGW>

PERSONAL CHECKS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCE.

Cancellation Policy: Fees will be refunded, less a service charge of 25% of the total exhibit fee if written notice of cancellation is received prior to Saturday, July 25, 2020. No refunds will be made for cancellations after Saturday, July 25, 2020. If registration is received after, Saturday, July 25, 2020 there will be a $25 late registration fee imposed.

**SCHEDULE:**

Saturday, August 15, 2020:

 8:00 AM - 10:00 AM Vendor Registration/Installation

 9:00 AM Vendor Fair Opens

 11:00 AM - 2:00 PM Sisterhood Brunch

 3:00 PM - 4:00 PM Vendor Fair Ends/Exhibits Dismantled

 and Removed

VENDOR AGREEMENT

1. The company whose name appears on this form, hereinafter referred to as the “vendor”, is authorized to conduct a demonstration and/or product display of material described, and subject to the terms of this agreement. The demonstration consists of product displays in the assigned area of the Hilton Alexandria Mark Center, 5000 Seminary Road, Alexandria, Virginia.
2. All exhibits must fit within the confines of the assigned space so as not to impede traffic flow, infringe on the space of other vendors, or violate the emergency exit routes as set forth by the fire marshal. You will not be allowed to use additional tables or racks beyond the space assigned. Vendor space is made available based on the number of tables paid. Exhibit layout cannot be changed.
3. Vendors agree to abide by the installation and dismantling times set. Exhibition fees cover only those items described in the paragraph entitled, EXHIBIT SPACE ASSIGNMENT. Any other furnishings and equipment must be contracted through the hotel, at the expense of the Exhibitor.
4. No vendor shall assign, sublet, or share the whole or any part of the space contracted. Exhibitors agree to limit services and/or materials displayed in their exhibit area to those purveyed by the vendor, with the exception that other proprietary equipment may be used solely for the purpose of demonstrating the materials or services of the vendor/exhibit. (Only one vendor will be permitted in each exhibit space).
5. National Coalition of 100 Black Women, Prince William Chapter, Inc. will not be responsible for any loss, injury or damage including fire or theft, which may occur to a vendor or the vendor’s employees, or property arising from any cause whatsoever, prior, during or subsequent to this vendor period. The vendor assumes the entire responsibility and liability for losses, damage and claims brought on the premises of the hotel and shall indemnify and hold harmless the hotel, agents, servants and employees for any and all such losses, damages and claims. By completing the application and signing this agreement, it is expressly understood that the vendor releases National Coalition of 100 Black Women, Prince William Chapter, Inc. and its agents from any responsibility and agrees to indemnify against any and all related parties for losses, injury and damages.
6. Each vendor agrees to donate one (1) gift of merchandise (or gift certificate) valued at $30.00 to be used as a door prize. Gifts must be wrapped upon arrival and given to the Vendor Chairperson at the time of registration on August 15, 2020.
7. If the National Coalition of 100 Black Women, Prince William Chapter, Inc. should be prevented from holding the Vendor Fair for any reason beyond its control (such as, but not limited to damage to the building, riots, strikes, or acts of God) or if any exhibitor cannot occupy the assigned exhibit space due to reasons beyond the Coalition’s control, then the National Coalition of 100 Black Women, Prince William Chapter, Inc., has the right to cancel the exhibition or any part thereof, with no further liability to the exhibitor other than a refund of exhibit fee.

**Company Information** (*Please return page with payment*)

|  |  |
| --- | --- |
| **Company Name for Signage**  |  |
| **Service or Product Category**  |  |
| **Contact Person**  |  |
| **Telephone**  |  |
| **Mailing address** |  |
| **Email Address**  |  |

**TYPE OR PRINT NAME**

**SIGNATURE**

**DATE**

*NCBW/PWCC Only:*

|  |  |
| --- | --- |
| ***Date Received:*** |  |
| ***Amount Paid:*** |  |
| ***Process Number:*** |  |