2013 Vendor/ Exhibitor Application

Fact Sheet

 April 6, 2012, Westin Hotel,

 555 Fellowship Road, Mount Laurel, NJ 08054

 (856) 778-7300

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Thank you for the interest in becoming a vendor/exhibitor at the First Annual Women’s Conference entitled “Behold, the Power of Woman”. We look forward to receiving your application. Please read the following for important information regarding the participation process for this event. If you have any questions, please refer to the Frequently Asked Questions found online at www.nationalstoptheviolence.org with your specific inquiry.

**Contact Information:**

Mailing Address: Vendor/Exhibitor Registration

 Women’s Conference/NSTVA

 P.O. Box 3344

 Camden, New Jersey 08101-3344

Fax/Phone (856) 952-6291 (call first)

E-Mail founder@nationalstoptheviolence.com?

**IMPORTANT APPLICATION INFORMATION**

1. The deadline is March 20, 2013 at 5:00pm. However, space are assigned based on the date of application receipt. To secure the best space(s), make sure to send in your completed applications early. Applications are not considered to be completed without payment and will **not be considered until payment is received.**
2. Applications will not be reviewed without or the required documentation. Check payments must be mailed and the application must be included with the check. Please do not email, fax or mail application **without all information**.
3. The majority of correspondence regarding your space will be sent by email and United States Postal Service. Please add founder@nationalstoptheviolence.com to your address book to ensure delivery. If there is a change in primary address, it is your responsibility to notify us as soon as possible. If you have not received correspondence within one month of the Conference, contact us immediately to determine the status.
4. Electricity, space tables, phone, internet access, carpet, and cleaning of space(after use, so please clean your area after event) are not included in your space package and should be purchased separately. You can call the Westin Hotel for assistance and price. We are not responsible for handling your material and supplies. We will not be responsible for moving any products, material or supplies.
5. Food sampling is limited to products manufactured or distributed by national chains only. Example: coke cola products, gerber products. Food sales are not permitted. If you are planning to provide food samples, please notify us so we can send you the necessary documents.
6. Proof of 501 (c) 3 non-profit status is required to obtain this specific space pricing tier. Acceptable forms of proof are a letter from IRS or State Tax Agency indicating 501 (3) status. Certification of tax exemption and prior tax returns are not considered proof of 501 (c) 3 status. Failure to provide a copy of either of these appropriate letters will result in the price of your space reverting to the regular price.





**VENDOR/EXHIBIT SPACE APPLICATION**

 Contact Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Organization/Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mailing Adress\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City, State, Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 By Applying, You Agree to Abide by all rules and regulations of the

 Conference and show site.

 Detailed Description of Products to be Sold/Exhibited: No food to be sold at event

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 Space Information:

 Vendors/Exhibit regular price is: $375.00 included is (1) ticket for

 the luncheon and all access to conference. Setup time begins at

 7:00am to 8:00am. Time for space is from 7:00am to 3:00pm.

 Vendors/Exhibit for non-profit organizations price is: $365.00

 Included is (1) ticket for the luncheon and all access to

 Conference. Setup time begins at 7:00am to 8:00am. Time for

 space is from 7:00am to 3:00pm.

 \*501 (c)(3) Organizations Must submit proof of status with application to receive

 discounted rate. Without documentation standard non-profit rates will prevail.

 **There is a -$25.00 early registration discount application and**

 **payment MUST be received by Feb. 15th, 2013 postmarked by**

 **the end of the United States Postal Service hours.**

 Additional ticket to luncheon: $65.00 (please include in your

 payment).

**Complete and return application form with payment to:**

 Women’s Conference/NSTVA

 P.O. Box 3344

 Camden, New Jersey 08101-3344

Fax/Phone (856) 952-6291

**Questions? Please call 856-952-6291 or email founder@nationalstoptheviolence.org**

Application deadline: The deadline is March 20, 2013 at 5:00pm.

 **There is a $25.00 off early registration discount and**

 **payment MUST be received by Feb. 15th, 2013 postmarked by**

 **the end of the United States Postal Service hours.**

**Cancellation Policy:**

Cancellation Requests Must Be Received In Writing. Cancellation Received By Feb. 15th, 2013 Will Received A 50% Refund. No Refunds Will Be Given After Feb. 15th, 2013.

I Have Read Fully And Understand The Vendor/Exhibitor Fact Sheet and Cancellation Policy.

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Signature Of Person Completing Application

Email information\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Application\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All applications are reviewed by vendors/exhibit show management. You will be contacted via email and mail as to your status, once your application has been reviewed.

NSTVA Federal ID 22-3159589