



**Northern Virginia Section  
National Council of Negro Women, Inc.**

[www.novancnw.org](http://www.novancnw.org)  
[www.facebook.com/NoVASectionNCNW](https://www.facebook.com/NoVASectionNCNW)

**2017 VENDOR INFORMATION**

for our

**40<sup>th</sup> Annual  
Fashion Show and Luncheon**



*"Haute Couture"*

on

**Sunday, September 17, 2017**

at the  
**Sheraton Tysons Hotel  
8661 Leesburg Pike  
Tysons Corner, VA 22182**

For 39 years, the Northern Virginia Section has hosted this spectacular fundraising event in support of its community service projects and charitable efforts that benefit women and families who reside in and around Northern Virginia. We are excited about your interest in participating as a vendor in support of our cause.

Contact us for more information:

[www.novancnw.org](http://www.novancnw.org)



**Vendor Benefits**

Opportunity to participate in an upscale fundraising event

Direct marketing and exposure to a large audience consisting primarily of women representing all age groups

Business Card ad in Event Program (to be included in event program book, business card must be returned with signed contract.)

More than five (5) hours of vending opportunity with early set-up time

Advance notice to guests that vendors will be present at this event. Pre-event recognition of vendor participation on our social media links

Post event "Thank You" listing on Website

Access to our special hotel room discount rate

On-site restaurant featuring signature food and beverages available for purchase.

**Vendor Information**

Early Bird Vendor table fee via check or cash: \$200 (PayPal \$207) before August 12, 2017.

After August 12, 2017, vendor participation fee is \$225 (PayPal \$233)\*\*

All Vendor table fees are due immediately upon notification that the Vendor is authorized to Vend at this event.

Vendor table fees are non-refundable/non-negotiable and must be included with returned signed contract.

Each vendor will be supplied with one 6 ft long table, one tablecloth, one table skirt and two chairs.

Each vendor will be responsible for transporting goods in and out of the hotel.

Vendors will not be allowed to sell items determined to be offensive or would reflect negatively on NoVA NCNW, its mission and/or the population we serve.

Vendors are responsible for providing quality merchandise and may be legally responsible for failing to uphold any agreement/promises made to guests.

Each vendor is responsible for abiding by venue regulations and timely submission of Hold Harmless Agreement to the venue. Vendors are responsible for adhering to the provisions of the Vendor Contractual Agreement.

\*\*Vendor applications/payments received after August 12, 2017 may not be listed in the event program book. Additional tables whether provided by NoVA NCNW or Vendor will incur additional costs.

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Facebook.com/NoVAsectionNCNW



**VENDOR CONTRACTURAL AGREEMENT**

I agree to participate as a Vendor on Sunday, August 12, 2017 at the Northern Virginia Section – National Council of Negro Women’s 40<sup>th</sup> Annual Fashion Show and Luncheon at the Sheraton Tysons Hotel, 8661 Leesburg Pike, Tysons Corner, VA 22182. As a Vendor participant, I understand that all regulations (including Hold Harmless Agreement) of the Sheraton Tysons Hotel apply during my presence.

I understand that the Vendor table fee is **\$200 via check/cash or \$207 via PayPal (Early Bird)** and that this fee will remain in effect **until August 12, 2017**. I further understand that **after August 12, 2017** the Vendor table fee **will be \$225 via check/cash or \$233 via PayPal**. I also understand that any fee paid after August 12, 2017 and/or my inability to email my business card to NoVA Section – NCNW in the accepted computer program format (pdf, jpeg, docx or doc) may result in my business not being listed in the event program.

I understand that after signing and returning this contract, I will be notified of my acceptance as an event Vendor; and that at that point, payment is due immediately. **Payment (payable to Northern Virginia Section of NCNW) should be mailed to P.O. Box 119, Merrifield, VA 22116** I further understand that my participation is not final until full payment of the applicable Vendor fee is confirmed as received by NoVA Section – NCNW. I understand that the Vendor fee is non-refundable and non-negotiable.

**General Vending Logistics**

**Vending Hours:** 11:00 a.m. – 5:00 p.m.  
**Set-Up Start Time:** Start no earlier than 9:00 a.m.  
**Set-Up Completion Time:** Completed by 11:00 a.m.

**Breakdown Start Time:** Start no earlier than 4:45 p.m.  
**Breakdown Completion:** Complete breakdown by 6:00 p.m.

Each Vendor will be supplied with one 6 ft-long table, one tablecloth, one table skirt and two chairs. Additional tables must be approved and whether additions provided by NoVA NCNW or Vendor, additional costs may apply. Each Vendor will be responsible for their goods while on sight and for transporting their goods in and out of the venue. Each Vendor is asked to supply a door prize (please provide upon arrival on the day of the event).

Company Name	Web Address
Company Address	Email Address
Contact Person	Phone Number

**Items to be sold** (Vendors will be allowed to display or sell ONLY those items listed below. Vendors will **NOT** be allowed to sell items determined to be offensive or that reflect negatively on NoVA, its mission and/or the population served. **Vendors will NOT be allowed to share a table with another vendor. Vendors may be liable for any failed agreements made with guests.**)

**Vendor Signature:**

**Date:**