



Greetings Prospective Vendors!

The Northern Virginia (NoVA) Section of the National Council of Negro Women, Inc, presents to you an opportunity to vend at our upcoming **"2023 Fall.. In Love Fashion Show"** annual fundraising event taking place Sunday, September 10th, 2023, at the Hyatt Regency Crystal City, 2799 Richmond Highway, Arlington, VA 22202.

This fundraising event will be in support of our education, health, wellness, and socio-economic community initiatives which benefits youth and families who reside in and around Northern Virginia. We are excited about your interest in participating as a vendor/exhibitor in support of our cause.

Vendors are welcome to join us in this occasion by providing the sale of merchandise to our invited guests. **Vendor Tables are available for \$200 rental fee. Each vendor is requested to donate a gift that will be used as a winning door prize** so be sure to include your business card with your donated gift!

To confirm your participation, please fill out the attached Vendor Agreement Application. Once your application is received and reviewed you will be notified of acceptance to participate. Upon acceptance, and due to limited spaces, payment will be due immediately. Payment can be made via our vendor PayPal *link (link will be sent upon acceptance)* or via mail with check or money order (payable to Northern Virginia Section of NCNW) mailed to P.O. Box 119, Merrifield, VA 22116.

For more information, please contact Sana E. Pretlow at elsanap87@yahoo.com or at (317) 292-0722.

Yours in Service,

Sana E. Pretlow
2023 Vendor Chair
Pay it ->-> Forward!



Vendor Interest Agreement & Application

I agree to participate as a vendor on Sunday, June 25, 2023, at the Northern Virginia Section – National Council of Negro Women’s **“FALL... In Love Fashion Show”** affair taking place at the Hyatt Regency Crystal City, 2799 Richmond Highway, Arlington, VA 22202.

as a Vendor participant. I understand that all regulations (including Hold Harmless Agreement) of the Marriott Fairview Park apply during my presence.

I understand that the vendor table fee is **\$200 via check/money order or \$207 if paid via PayPal** and **must be submitted by August 31st, 2023**. I understand that **after** signing and returning this application, I will be notified of my acceptance as an event Vendor; and at that point payment is due immediately either via PayPal or mail. **Make mailed payments payable to “Northern Virginia Section of NCNW” must be mailed to P.O. Box 119, Merrifield, VA 22116**. I further understand that my participation is not finalized unless **full payment** of the vendor fee is confirmed as “received” by NoVA Section NCNW Vendor Chair. I understand that the Vendor fee is non-refundable and non-negotiable.

General Vending/Exhibitor Logistics

Hours: 1:00pm – 5:00pm
Set Up Start Time: 9:30am Set-Up
Completion Time: Complete Set-Up - 12:00pm
Breakdown Start Time: Start no earlier than 5:00pm
Breakdown Completion: Complete breakdown by 6:00pm

Each Vendor will be supplied with one 6 ft-long table, one tablecloth, one table skirt and two chairs. Additional tables must be purchased/approved. Additional costs will apply. Each Vendor will be responsible for their goods, while on site 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).

** Additional tables available for an additional cost of \$150 + fees

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

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

Vendor/Exhibitor Signature: _____ **Date:** _____



Email completed form to: Sana E. Pretlow @ elsanap87@yahoo.com



NoVA National Council of Negro Women, Inc.
2023 FASHION SHOW FUNDRAISER

**FASHION SHOW PRODUCER
MR. RON COOKE, ROGUES GALLERY PRESENTS**



**FALL
IN LOVE
FASHION SHOW**

**HYATT REGENCY CRYSTAL CITY
2799 RICHMOND HIGHWAY
ARLINGTON, VA 22202**

**SEP. 10TH
1-5 PM
\$85/PP**

"Promoting Acts of Kindness"

There will be door prizes, vendors, and a 50/50 raffle. Tickets can be purchased at www.novancnw.org.
Proceeds will be used to support Northern Virginia community projects. All ticket sales are final.
Limited hotel rooms available on Sept. 9 at a discounted rate. Reservation cut-off date is Aug. 21, 2023.
There will also be discounted drive in parking at \$15.00 on Sept. 10th upon availability.