

Women Veterans United Committee, Inc.

Second Annual Breast Cancer Awareness Luncheon

Light the Way!

Wednesday, October 19, 2016 | 11 AM to 2 PM

Vendor | Exhibitor Commitment Form

Please complete and return this form with payment to WVUCI, c/o Majestic Day, LLC, 583 Frederick Road, Suite 5A, Catonsville, MD 2128. Completion of this form does not guarantee your reservation for this event. Exhibitor registration will be closed on **Monday, October 3, 2016**, or earlier based on booth availability.

Organization Name:

Event Point of Contact (POC):

Address:

City, State, Zip:

POC Email:

Telephone #:

POC Cell Phone #:

Website:

Names of Representatives Participating: (only two representatives are permitted)

(1) _____ (2) _____

Please tell us about your organization and why you want to participate in 2nd Annual Breast Cancer Awareness Luncheon.

Please describe the product or service you plan to share at the Luncheon.

Who is your target audience? (Please be specific, i.e. women veterans, women veterans with physical disabilities, women with breast cancer, etc.)

Payment | Booth Categories

☐ \$65 (for profit) ☐ \$50 (non-profit) ☐ \$50 (Government Entities and Community Based Organizations)

Form of Payment: ☐ Paypal ☐ Company | Organization Check Enclosed (make payable to WVUCI).

All Exhibitors Accommodations

- ✓ 6' table
- ✓ Two (2) chairs
- ✓ Networking time with Luncheon Attendees
- ✓ Table Tent Sign
- ✓ Name Badge(s)

Additional Booth Needs:**

- ☐ Electrical
- ☐ Additional Table
- ☐ Additional Chair

In order to have the above items added to your booth space, we must receive this form by **Monday, October 3, 2016. Any additional costs that incurred by adding the above items after **Monday, October 3, 2016**, are the responsibility of the vendor | exhibitor and not Women Veterans United Committee, Inc. (WVUCI) or the venue.

Women Veterans United Committee, Inc. (WVUCI)
c/o 583 Frederick Road, Suite 5A | Catonsville, MD 21228 | 443.860.9765
WVUCINC@gmail.com

Women Veterans United Committee is not affiliated with the Disabled American Veterans (DAV) and does not endorse any politically party.

Vending Date | Hours

Wednesday, October 19, 2016 | 11 AM to 2 PM

Venue

The Newton White Mansion
2708 Enterprise Road | Mitchellville, MD 20721

Vendor | Exhibitor Check-In

Vendors | Exhibitors check-in will occur on Wednesday, October 19, 2016, 9:00 AM to 10:00 AM. All exhibitors must register at the registration desk before setting up their exhibit. Table assignments and packets will be provided on site.

Assignment of Space

Space will be assigned on a first-come, first-served basis. You will receive confirmation via email with details for set-up at the Luncheon once your application is approved.

Installation & Removal

The exhibit area will open for set-up from 9:00 am on Wednesday, October 19 before the Luncheon opens. All Exhibits should be operational by 10:30 AM Wednesday morning. Exhibits can be dismantled starting at 2:30 pm Wednesday afternoon. **NO DISPLAYS ARE TO BE DISMANTLED PRIOR TO THE END OF THE LUNCHEON.**

Shipping Arrangements

Shipments to the venue prior to the event times are not permitted. All items for your display are expected to be delivered and set-up during the specified times mentioned above.

Payment | Form of Payment

Reservations will be made with full payment of \$65 per booth (for profit entities) and \$50 for (non-profit organizations). Women Veteran United Committee, Inc. will accept the following forms of payment: business check, all major credit cards, and money orders only. All payments are due by Monday, October 3, 2016.

Exhibitor Cancellation Policy

If an exhibitor requests a space and needs to cancel their participation, they must do so in writing to **The Planning Committee, attention: JoAnn Fisher** no later than Monday, September 19, 2016, without penalty. Exhibitors who don't show for the event and request space the following year, will be placed on the waiting list. WVUCI reserves the right to limit participation of vendors in future events.

Liability

The Women Veterans United Committee assumes NO responsibility for any loss, damage or injury occurring to the exhibit and/or his/her property.

We acknowledge and agree that this signed application becomes a binding contract when accepted by the Women Veterans United Committee, Inc. on behalf of the 2nd Annual Breast Cancer Awareness Luncheon. We understand that our space is only guaranteed upon receipt of the signed commitment form. We agree to follow the policies outline above.

Signature: _____ Date: _____

Please submit your completed form by email to **Kimberly Harden** at kharden@majesticday.com or via regular mail to: Women Veterans United Committee, Inc., c/o Majestic Day, LLC. 583 Frederick Road, Suite 5A, Catonsville, MD 21228.