

VENDOR PROGRAM INFORMATION

Greetings Prospective Vendors!

The Top Ladies of Distinction, Inc. Area II 38th Annual Leadership Conference will convene April 2 through April 5, 2020 at the Sheraton Tysons Hotel at 8661 Leesburg Pike, Tysons, VA 22182. The purpose of the TLOD Leadership Conference is to support TLOD, Inc. programs and projects, including the Top Teens of America (TTA) Program. The TTA Program focuses on empowering and developing our youth, ages 13 through 19, to become leaders of tomorrow.

Vendors are welcome to join us in this occasion by providing the sale of merchandise to Ladies, Teens and Lords attending the conference. Vendor Tables will be available for rental Thursday through Sunday for a total fee of \$250 for the duration of the conference. Each vendor is requested to donate a gift that will be used as a winning door prize. There are no discounts for shorter durations.

To confirm your participation, register online at www.tlodinc.org no later than March 18, 2020. It is very important that you read the complete contract and follow all of the instructions within. The contract **MUST** be signed in the appropriate places and mailed along with the fee as instructed in the Vendor Contract. Ten vending spaces located in a conference room will be allocated on a first come, first serve basis. There is also an opportunity to place an advertisement in the conference Souvenir Journal. Vendor Reservation and Souvenir Journal Advertisement forms are enclosed.

Vendors are also invited to use the same hotel as the Top Ladies, subject to availability.

If you have any questions or concerns please, contact Lady Malia Aimuan at (615) 525-5540 or email maliaaimuan@gmail.com.

Yours in Service,

Lady Malia Aimuan

38th Annual Area II Conference
Vendor Chairman

VENDOR PROGRAM POLICY

TLOD VENDOR POLICY - Ensure that any merchandise exhibited or sold contains absolutely no obscene messages or signs and no drug related symbols or paraphernalia. Violators of this policy will forfeit contract. Vendors will be requested to leave immediately and vendor fees will not be refunded.

BOOTH SPACE - Booth space will be 8 feet by 10 feet and include one (1) 6 feet by 30 inch table and 2 chairs.

VENDOR SPACE IS LOCATED ON THE SAME FLOOR AS CONFERENCE ACTIVITIES. Vendor tables and/or displays must be confined within the area of space allocated. Selling of exhibited merchandise is permitted only in the area designated by TLOD and the Sheraton Tysons Hotel at 8661 Leesburg Pike, Tysons, VA 22182. No tables are to be placed outside the designated leased area to include the hall areas.

HOURS: Vending hours are as follows: Set up: Thursday, April 2, 2020 from 7:00 pm to 8:00 pm
Opens: Thursday, April 2, 2020 from 8:00 pm to 11:30 pm
Opens: Friday, April 3, 2020 from 7:30 am to 11:30 pm
Opens: Saturday, April 4, 2020 from 7:30 am to 11:00 pm
Opens: Sunday, April 5, 2020 from 8:00 am to noon (Closed)

LIABILITY: It is expressly agreed and understood between Vendors and Top Ladies of Distinction, Inc. that TLOD shall be under no liability for loss of or damage to goods or property of vendors or personal injury to the Vendors or the Vendors' employees, and each Vendor upon signing this contract expressly releases TLOD from and agrees to hold TLOD harmless from all such claims. Vendor further warrants that he/she will obey all rules, regulations and laws of the Sheraton Tysons Hotel. Vendor shall be fully responsible to pay for any and all damages to property owned by the Sheraton Tysons Hotel, its owners or managers, which result from any act or omission of Vendor. Vendor agrees to defend indemnity and hold harmless the Sheraton Tysons Hotel, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damages or charges resulting from Vendor's use of property. Vendor's liability shall include all losses, costs, damages, and expenses arising from or out of or by any reason of any accident or bodily injury or other occurrences to any person or persons, or their property including the Vendor, its agents, employees, and business invitees which arise from or out of the Vendor's premises, the Sheraton Tysons Hotel or any part thereof.

MISCELLANEOUS REGULATIONS: No loudspeakers, tape recorders, sound movies/videos, computers or megaphones that interfere with adjoining exhibits will be permitted. Silent movies/videos must be located where they do not interfere with other Vendors or aisle space. Operations must conform to any regulations as set by the Sheraton Tysons Hotel. No materials of any kind may be affixed to the Hotel walls. No combustible decorations such as crepe paper, tissue paper, cardboard or corrugated paper shall be used at any time. All packing containers, excelsior and wrapping paper are to be removed from the floor and must not be stored under the tables or displays. Wall and floor outlets are not part of the display space. Any cost incurred by the use of any of the above will be at the expense of said Vendor.

SUB-LETTING: The Vendor agrees not to assign, sublet or share the whole or any part of his assigned space without the prior knowledge or written consent by the Vendor Chairperson.

SOLICITATION BY NON-VENDORS: Firms and representatives of firms not assigned vending space are prohibited from soliciting business in any form. Violators will be promptly ejected from the area.

REFUND POLICY: All requests for refunds must be submitted in writing and postmarked or emailed by March 25, 2020. A nonrefundable \$25.00 fee will apply to all refunds. Requests should be mailed to the Area II Financial Secretary, Lady Tracy Brandon, 2904 Valerian Lane, Upper Marlboro, MD 20774 or email financialsecretaryarea2@gmail.com. There will be no refunds granted after March 31, 2020.

Name of Company _____

Date _____

Printed Name _____

Signature _____

VENDOR CONTRACT

Vendor Booth \$250

Space: 8 FT x 10 FT to include one table and 2 chairs.
Extra space and/or second table constitute SECOND BOOTH.

Name of Vendor: _____

Name of Business: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____ Website: _____

On this date(s) _____, the above-listed vendor may utilize the assigned space at the 2020 TLOD Area II Leadership Conference to sell the following products/articles:

Brief description of product(s)/articles:

NO ITEMS SHALL BEAR THE TRADEMARKED LOGOS/LIKENESS OF TOP LADIES OF DISTINCTION, INC. OR TOP TEENS OF AMERICA UNLESS VENDOR IS AN AUTHORIZED VENDOR LICENSED AND APPROVED BY TLOD. ANYONE SELLING UNAUTHORIZED ITEMS WILL BE ASKED TO REMOVE THEM.

The aforementioned vendor agrees to abide by all of the rules and regulations of Top Ladies of Distinction, Inc. and the Sheraton Tysons Hotel. Vendor agrees to be solely responsible for loss or damage to sale articles and any vendor property and to hold TLOD, Inc. harmless from any liability which may result from vendor's negligence or willful misconduct.

The vendor's fee is \$250 per booth and is due no later than March 18, 2020. This fee includes one 6 ft. by 30 in. table and two chairs. Additional tables are \$250.00 each. The aforementioned vendor shall remit payment in full with this contract. Cancellations may be made in writing, via email, to Lady Malia Aimuan. The last day to cancel is March 25, 2020. After this date, refunds will not be accepted.

The TLOD Area II Leadership Conference will convene at the Sheraton Tysons Hotel at 8661 Leesburg Pike, Tysons, VA 22182. Each vendor is requested to donate a gift for a door prize.

No personal checks accepted.

1. Mail or email a copy of signed contract and vendor program information to: Lady Malia Aimuan, 43013 Hedgeapple Court, Ashburn, VA 20147 or maliaaimuan@gmail.com.

2. Mail cashier's check or money order payable to TLOD Area II with signed contract (this form) to Lady Tracy Brandon, 2904 Valerian Lane, Upper Marlboro, MD 20774.

Vendor Signature _____

Date _____