

49th Area One Leadership Conference
Houston Marriott Westchase Hotel
2900 Briarpark Drive
Houston, Texas 77042
March 5-8, 2020

VENDOR INFORMATION

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.

Vendors planning to sell TLOD & TTA paraphernalia must adhere to the National TLOD Vendor Guidelines and Code of Conduct and pay the appropriate fees.

BOOTH SPACE – You will be provided one (1) table and allowed 2 clothes racks. 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 **Houston Marriott Westchase**.

No tables are to be placed outside the designated leased area, IF you need more than one table you must purchase another booth space.

HOURS - Vending hours are as follows:

Set up – Thursday, March 5, 2020 -12:00 PM until 4:00 PM

Opens – Friday, March 6, 2020 - 5:00 PM until 11:30 PM

Opens – Saturday, March 7, 2020 -9:00 AM until 10:00 PM

Vendors are responsible for securing their merchandise each night.

LIABILITY OF Top Ladies of Distinction, Incorporated (TLOD): It is expressly agreed and understood between Vendor and TLOD, Inc., that TLOD shall be under no liability for loss or damage to goods and/or property of Vendor, or personal injury to the Vendor's employees, guest of TLOD Area One Leadership Conference and **Houston Marriott Westchase** guest. Each Vendor, on signing this contract, expressly releases TLOD from and agrees to hold TLOD harmless from all such claims. Vendor further agrees he/she will obey all safety rules, regulations and laws of the **Houston Marriott Westchase**.

Vendor shall be fully responsible to pay for any and all damages to property owned by the **Houston Marriott Westchase** its owners or managers, which result from any act or omission of Vendor. Vendor agrees to defend indemnity and hold harmless the **Houston Marriott Westchase, 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 Houston Marriott Westchase or any part thereof.**

Houston Marriott Westchase Vendor sales will be in hallways and/or foyer areas. **Sale of merchandise in any area other than authorized space is strictly prohibited and violators of this policy shall forfeit their Booth Space and Vendor Fees will not be refunded.**

MISCELLANEOUS REGULATIONS - Loudspeakers, phonographs, sound movies or megaphones that interfere with adjoining exhibits are prohibited. Silent movies must be located as to not interfere with other Vendors or aisle space. Operation of any of the above must conform to any regulations set by the **Houston Marriot Westchase**.

ELECTRICAL SERVICE- Wall and floor outlets are not part of the display space.

**VENDOR \$250.00 PER BOOTH
BOOTH SPACE
8 FT x 10 FT to include one table
**Extra space and/or second table
constitute SECOND BOOTH.**

**Contract for Vendor Space
Top Ladies of Distinction, Inc.
49th Area One Leadership Conference**
Houston Marriott Westchase Hotel
2900 Briarpark Drive
Houston, Texas 77042

FOR OFFICE USE ONLY:
Date Received: _____
Amount Received: _____
Receipt Number: _____

TLOD Vendor Contract

Name of Vending Company/Organization/Agency (Please attach a business card)

Address: _____ City _____ State _____ Zip _____

Telephone () _____ FAX () _____ E-mail _____

Description of Product to be sold _____

Top Ladies of Distinction, Incorporated (TLOD, Inc.), sets forth the rules and regulations of its VENDORS PROGRAM on this CONTRACT: TLOD, Inc. reserves the right to assign space. Assignments will be made during the organization's Area One Leadership Conference by categories and according to the descriptions of products given to TLOD, Inc. by vendors. The TLOD 49th Area One Leadership Conference will convene at the Houston Marriott Westchase Hotel. BOOTH SPACE (8 ft. X 10 ft.) includes one 6 ft. by 30 in. table. Space will be available on Thursday, March 8, 2020 from 12:00 PM until 11:30 PM, Friday, March 9, 2020 from 9:00 AM until 10:00 PM and Saturday, March 7, 2020 from 9:00 AM until 10:00 PM.

Vendors are responsible for securing their merchandise each night.

- Only **10 Booth Spaces** will be available. **No vendor will be assigned hallway space.**
- **VENDOR SPACE WILL BE ASSIGNED ON A FIRST COME FIRST SERVE BASIS.**
- To secure **BOOTH SPACE**, **full payment and signed contract** must be returned as soon as possible.
- **Deadline date: February 21, 2020 or as long as space is available. Envelopes will be available on site for postmark verification.**

Make cashier's check or money order payable to: TLOD – Area One Conference. No personal checks accepted.

1. Mail a copy of contract to:

Lady Barbara Lewis, Area One Vendor Chair
426 Sandra Jane
Nacogdoches, Texas 75964
(832) 723-4598
jazybarb@yahoo.com

2. Mail cashier's check or money order with contract to:

Lady JoAntonette Kirksey, Area One Financial Secretary
11306 Bateau Court
Cypress, Texas 77429
(281)682-4303
joantonette_kirksey72@hotmail.com

In consideration for the use of vending booth space, a cashier check or money order for \$ _____ as full payment for the rental of (number) _____ Vending Booth Space (s) is enclosed (\$250.00 per booth space).

Signatures:

Onsite Vendor Manager

Date

Authorized Company/Organization/Agent/Owner

Date