



# Top Ladies of Distinction, Inc.™

## National Vendor Program 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 this contract. Vendors will be requested to leave immediately and vendor fees will not be refunded.

No items shall bear the Trademarked Logo/likeness of Top Ladies of Distinction, Inc or Top Teens of America unless the vendor is a licensed authorized Vendor and approved by TLOD. If you desire to sell TLOD merchandise, contact our National office for information on becoming a licensed vendor. Anyone selling unauthorized items will be asked to remove them.

**TLOD ORGANIZATION REQUIREMENTS** All vendors are asked to donate an item with a minimum value of \$50.00 in support of the organizations service projects. Vendors are invited to attend public events and must register at [tlodinc.org](http://tlodinc.org) and purchase a ticket to any event.

**BOOTH SPACE** - Booth space will include two (2) 6x30 inch tables and two (2) chairs. Additional table and chairs may be purchased. Vendor tables/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 hotel at which the event is being held. No tables are to be placed outside the designated leased area. TLOD, Inc. reserves the right to assign space. Assignments will be made by the organization based on merchandise categories and per the descriptions of products given to TLOD, Inc. by said vendor

**HOURS/EVENT:** **Parliamen-TOP 2019 – Thursday Sept 26, 2019 thru Saturday Sept 28, 2019.**

**Set up:** Thursday, Sept 26, 2019 2:00 p.m.-5:00 p.m., **Vendors' Ribbon Cutting:** 8:15 p.m., **Vendors Opening Hours,** 8:15 p.m. – 10:30 p.m.; Friday 8:00 a.m. - 5:00 p.m.; Saturday 9:00 a.m. - 9:00 p.m.; Teardown, Saturday 9:00 p.m.

**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 and/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 hosting hotel and TLOD.

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

**Vendor is responsible to secure merchandise nightly.**

**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 all regulations as set by the 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. Any cost incurred by any of the above, will be at the expense of said Vendor. Wall and floor outlets are not part of the display space. Any special requirements will need to be obtained directly from the hotel.

**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 Chairman.

**REFUND POLICY:** All requests for refunds must be submitted in writing and postmarked or emailed by October 1, 2019. A nonrefundable \$150.00 fee will apply to all refunds. Requests should be mailed to the National Financial Secretary, Lady Cheryl Williams at [cgwilliams77@aol.com](mailto:cgwilliams77@aol.com).