

NATIONAL BAPTIST CONVENTION OF AMERICA INTERNATIONAL, INC.



Rev. Samuel C. Tolbert, Jr., President
Rev. S.C. Dixon, General Secretary

NBCA Meeting	Date	Location	Deadline
Mid-Winter Board & Mini Congress 2019	February 25-27, 2019	ANTIOCH MB CHURCH 1001 N. WALTERS ST. SAN ANTONIO TX 78202 HOST HOTEL DOUBLE TREE BY HILTON SAN ANTONIO DOWNTOWN 502 W. CESAR E. CHAVEZ SAN ANTONIO TX 78207	Monday February 18, 2019
Congress of Christian Education & Discipleship/Youth/Children's Convention 2019	June 17-20, 2019	HOST HOTEL Hyatt Regency New Orleans 601 LOYOLA AVENUE NEW ORLEANS, LA	Monday June 10, 2019
Annual Session 2019	September 8-13, 2019	<u>Oklahoma City, OK</u>	Monday September 2, 2019

Mail application to: **NBCA Vendor Coordinator**
1801 2nd Avenue * Lake Charles, La 70601
337-433-0122 office 337-439-6119 fax
Email: angeliastewart@nbcainc.com

VENDOR APPLICATION

Name: _____
Business Name: _____
Address: _____
City, State, Zip Code: _____
Contact Number: (Business) _____ (Cell) _____
Type of Merchandise: _____
Website: _____ Email: _____

COST PER BOOTH \$500.00 * NUMBER OF BOOTHS DESIRED _____

BOOTH RENTAL INCLUDES:

ONE (1) TABLE * TWO (2) CHAIRS * WASTE BASKET * SIGNAGE * PIPE & DRAPE

Please complete the attached Vendor's Contract and return to assure your Booth space. A **\$200 (non-refundable)** deposit must be submitted in **advance** with the return of your signed Contract, with balance due on or before the Friday before the event starts (*see chart above*).

NOTE! Your booth space is not secured until a deposit or full payment has been received.

You will not be allowed to set up until your booth fees are paid in full!

All payments must be made with a Cashier's Check or Money Order payable to the "National Baptist Convention of America". Personal Checks will not be accepted.

Please carefully review and sign contract before mailing.

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Angelia Stewart, NBCA Vendor Coordinator
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*Booth size is 10' X 10' space.
Additional tables can be rented directly from decorator.
Electric service will be contracted directly with the Event Center.*

VENDOR RULES AND REGULATIONS

An application for vendor space must be signed by a duly authorized Agent of the Vendor. A signed application constitutes a contract subject to the following terms and conditions.

The National Baptist Convention of America, Inc. (NBCA) reserves the right to determine the eligibility of any company.

1. SPACE ASSIGNMENT

Completed Vendor space will be assigned according to the sole discretion of the NBCA and no promise of location will be made to anyone prior to full payment being received. The NBCA shall have no responsibility for information provided or products exhibited during the Conference part of the Vendor Program. **ABSOLUTELY NO WHOLESALERS.** All merchandise must remain within the allotted Vendor Booth space. All requests must be made directly with the Vendor Coordinator and not the Hotel or Convention Center directly unless specifically named in this contract.

2. FEES AND PAYMENT FOR SPACE

The charge for each Booth is reflected on the enclosed Vendor's Contract. An Application not accompanied by proper payment will not be processed, or assigned until such time as payment is received. Additional fees may be charged by the hosting Hotel or Convention Center if special electrical wiring or service is required.

3. SUBLETTING OF SPACE

Vendors **are strictly prohibited from assigning or subletting any part of the space allotted to them.** Advertising materials and products that are not part of the Company's regular inventories are not permitted.

4. NO SELLING OF PRODUCTS AND TAKING ORDERS UNLESS YOU HAVE A CONTRACT

The NBCA provides display space for Vendors to exhibit and demonstrate products on the basis of their potential information and commercial value. All vendors are required to adhere to such rules and of the U.S. Internal Revenue Service and State and local government regulators.

5. INSURANCE AND LIABILITY

Neither the NBCA members, officers, representatives or employees, nor the Hotel/Convention Center officers, representatives or employees are responsible for any injury, loss or damage that may occur to the Vendor or the Vendor's employees or property for any case whatsoever, prior to, during, or subsequent to the period conferred by the vendor contract.

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6. SECURITY

Reasonable security will be furnished, but the furnishing of such security shall not be deemed to affect the non-liability of the NBCA, members, officers, representatives, or employees. It is recommended that Vendors take individual precautionary measures such as securing easily portable items of value and their removal to a place of safekeeping at times when the booth is unattended, including, but not limited to, post-exhibit hours.

7. SPECIAL VISUAL AND SOUND EFFECTS

Audio-Visual equipment and other sound and attention-getting devices must be conducted or arranged so they will not annoy or disturb neighboring vendors or interfere with the Church Services. All projection must be in accordance with the requirements of the fire prevention authorities.

8. CARE OF BUILDING AND EQUIPMENT

No tacks, nails or screws may be driven into the walls, floors, columns or other parts of the building or its fixtures.

9. VENDOR'S SETUP

Set-up will begin on Monday at the instructed time and selling will begin immediately following set-up at the Vendor discretion. Merchandise must be completely removed by the instructed time on Friday.

10. AMENDMENTS

The NBCA reserves the right to interpret, amend and endorse these contract conditions, rules and regulations. Written notice of any amendment or interpretation shall be given to each Vendor. Each Vendor agrees to abide by the contract conditions, rules and regulations set forth herein and by any subsequent amendment and interpretations for himself/herself, agents and employees.

COMPANY OR ORGANIZATION *(Please Print)*

Printed Name & Title

SIGNATURE & TITLE

Date

PLEASE SIGN AND RETURN WITH PAYMENT

FOR OFFICE USE ONLY

Booth Assignment _____

Date Deposit Recvd _____ **Amt \$** _____
Ck /MO #

Date Bal. Recvd _____ **Amt \$** _____
Ck /MO #