

# THE SECRET PLACE BOOK CLUB, WENDY JONES FOUNDER



*I'm Every Woman*

**Empowerment &  
Scholarship Conference**

**“UNSTOPPABLE”**

**September 19, 2015 @ 10:00AM**

## Exhibitor Rules and Guidelines

- Exhibitor Fee is \$200
- \$200 Exhibitor Fee includes a 6' covered vendor table at this event
- Table assignments will be on first-pay, first-reserve basis while considering product. There will be no exceptions
- Exhibitors must arrive between 8-8:30am. No business will be allowed to setup after 9:15.
- No banners, signs, or art work will be allowed to hang on wall behind your exhibit table however, if your banner can hang neatly on the front of your table that will be acceptable
- Exhibitor can **only sell/promote** the merchandise/service described on the Exhibitor application.
- All aisles and around table must be kept clear at all times; hide additional merchandise under table
- Vendor must be professional and courteous to event attendees and uphold the highest level of integrity
- Vendor must stay until event has ended because attendees may shop after event. Clean area before leaving.
- No Refunds will be given on exhibitor fees for failure to meet deadlines, cancellations, or adherence to the rules as stated in this contract.
- Any disagreements or disputes arising from items sold between buyer and seller is between buyer and seller. Neither the corporate sponsors, The Secret Place Book Club nor its owners and/or employees will be responsible in any way and will be exempt from any action legal or otherwise, from disputes, disagreements, theft, loss, injury, or death regarding vendors, vendors' merchandise and/or property or their parties.

\_\_\_\_\_ Date \_\_\_\_\_ Signature

**Cherita Hornsby, Business Alliance Coordinator**

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**EXHIBITOR APPLICATION**

Deposit Deadline July 31 2015

Final Payment Due: August 15, 2015

Company Name: \_\_\_\_\_

Your Name/Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Describe Your Merchandise or Service: \_\_\_\_\_  
\_\_\_\_\_

Vendor Signature: \_\_\_\_\_

**Cherita Hornsby, Business Alliance Coordinator**

Date Received: \_\_\_\_\_ Amount: \_\_\_\_\_ Cash \_\_\_\_\_ Check/MO # \_\_\_\_\_ PayPal \_\_\_\_\_