

Vendor Registration Information	Full Name		Business Name (As you would like listed on booth signage)	
	Mailing Address			
	Website		Email Address	
	Business Phone		Mobile Phone	Home Phone
	Booth Representative 1 (name & mobile #)			
	Booth Representative 2 (name & mobile #)			

Vendor Booth Information	2-day event Table numbers vary Chair numbers vary 1 wastebasket Booth ID sign Exhibitor badges	COST	QTY	Sign up by 12/30/18	Booth Assignment: First Paid, First Assigned
		Gold Vendor (3 spaces) & Signage		\$300	
		Purple Vendor (2 spaces)		\$200	
		Non-Profit Vendor (Provide Non-Profit Proof)		\$50	

Souvenir Book Rates	<input type="checkbox"/> Full Page Color \$200	<input type="checkbox"/> Full Page Black/White \$100	<input type="checkbox"/> ½ Page Black/White \$75	<input type="checkbox"/> ¼ Pg Black/White \$50	<input type="checkbox"/> Logo or Business Card \$10	TOTAL

Product	Description of products, information or services to be displayed or sold	
	Special Request(s)	

Check one: Friday morning Saturday morning

We will provide bag inserts –description of bag insert items:

CONTRACT AGREEMENT

It is agreed and understood between the vendor and the GDASU Alumni Chapter that there should be no liability for loss of, or damage to, goods or property of vendor or personal injury to the vendor or the vendor's employees. This agreement releases the GDASU Alumni Chapter and the _____ Hotel from all such claims. Booths are issued ONLY UPON RECEIPT AND CLEARING OF CHECKS.

Vendor Signature _____

Date _____

Total Payment Enclosed _____

Make checks or money orders payable to: **ASU Alumni Club DFW**

Mail to:

Greater Dallas Alcorn State University Alumni
P.O. Box 225953
Dallas, TX 75222

A letter will be emailed confirming your assigned booth upon receipt of your registration form and clearing of checks. Contact **James McDonald** at 2019mwcasu@gmail.com if you have questions.

Date _____	For Office Use Only	Initials _____
Amt. Rec'd. _____	<input type="checkbox"/> MO <input type="checkbox"/> Ck# _____	Confirmation Sent _____
		Setup Req. Arranged _____

MWC 2019—February 28- March 3, 2019

Vendors, P.O. Box 225953, Dallas, TX 75222

DATE: January 20, 2018

Dear Vendor,

The 42nd Annual Mid-Winter Conference for Alcorn State University National Alumni Association will be held February 28-March 3, 2019 at the Dallas Marriott Quorum, 14901 Dallas Parkway, Dallas, TX 75254. The Conference will be a great opportunity to showcase your programs, services and products. Vendor spaces will be available until all are contracted or by the deadline noted below. Make your reservations as soon as possible. Spaces are on a first pay first serve basis.

If you are interested in applying for a booth, please complete the enclosed application and return along with payment, description of your exhibit and business card.

1. Email: Email 2019mwcasu@gmail.com to request an electronic Vendor Application.
2. By Mail: Print out and complete the enclosed application and return it to
Greater Dallas Alcorn State University Alumni
c/o MWC 2019 – Vendors
P.O. Box 225953
Dallas, TX 75222

EXHIBIT HOURS

Friday, March 1, 2019	9:00am - 9:00 pm
Saturday, March 2, 2019	9:00 am - 9:00 pm

VENDOR FEES (prior to November 30, 2018)

\$300	Gold Vendor
\$200	Purple Vendor
\$50	Non-Profit Vendor

VENDOR BOOTHS

Booth includes:

Two chairs
One wastebasket
One exhibit ID sign (GOLD VENDOR ONLY)

DEADLINES

- Souvenir Book Payment/Submission
January 31, 2019
- Vendor Application and Payment
January 11, 2019

VENDOR REGISTRATION/SETUP

Thursday, February 28, 2019	12:00 pm - 5:00 pm
Friday, March 1, 2019	8:00 am - noon

Wireless Internet access (WI-FI) provided by the conference center.

Upon approval of your application an email confirmation will be sent to you. It will also include driving directions, shipping/freight and additional setup information. Incomplete applications cannot be processed.

If you are interested in registering for the conference, please let us know. If you have any additional questions, please contact Vendor Chairperson: **James McDonald** at 2019mwcasu@gmail.com

Thank you and we hope to see you in February 2019!

Sincerely,

MWC 2019 Vendor Committee

VENDOR INFORMATION AND AGREEMENT

IMPORTANT DATES

September 1, 2018 Deadline to submit company logo for website advertising
November 30, 2018 Deadline for Early Vendor Registration
December 31, 2018 Deadline to submit payment and print-ready PDF advertisement
January 11, 2019 Vendor Application due date and payment
LATE Vendor applications are subject to availability and vendor space cost Gold = \$600 & Purple = \$400

BOOTH REPRESENTATIVES

Two badges per table will be issued for personnel staffing your exhibit.

BOOTH FURNISHINGS

Each vendor will be responsible for tablecloth(s), electrical cords and multiple outlet strips. If more space is needed an additional area can be purchased for \$100.00.

SPACE

Space assignments will be made only upon receipt of a signed contract and fully paid booth fee. Assignment of space is final. All items, equipment, boxes or displays must be contained within each allotted booth space.

CANCELLATIONS AND REFUNDS

No refunds will be given after January 11, 2019. If canceled at the discretion of the Alcorn State University Alumni, the amount of refund (if any) will be determined at the time of cancellation. There will be no refunds for "No Shows."

RIGHT OF REFUSAL AND/OR CANCELLATION

Alcorn State University Alumni reserves the right to cancel this agreement whenever it discovers that a vendor's product is not as described in this agreement or is incompatible, in the opinion of Alcorn State University Alumni with the purposes of the Alcorn State University Alumni Conference.

USE OF SPACE

Vendors are restricted to their spaces. Once spaces have been assigned, exhibitors are not allowed to change assignments without approval from the Vendor Coordinator. Vendors are not allowed to remove signs, tables and/or chairs from another booth space assigned. Vendors are not allowed to share space with another vendor.

COOPERATION

Exhibits are required to be installed within the assigned space and not interfere with other exhibits. The following practices are prohibited: (1) Use of noisy electrical or mechanical apparatus interfering with other exhibits; (2) Canvassing or distributing any material outside the exhibitor's own space; (3) Subleasing of exhibit space; (4) The use of billboard advertisement and/or display of signs outside of the exhibit area without prior approval from the Program Committee.

FOOD/LUNCH

There are restaurants available near the Dallas Marriott Quorum and within walking distance of the host hotel.

POLICY ON PRODUCTS

A posted sign is required stating your policy for non-returnable products.