

# Women's Empowerment 2019

## Vendor Application & Information

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Thank you for expressing interest in being a vendor at Women's Empowerment 2019. Please follow the steps below to purchase your Vendor Space at Women's Empowerment 2019.

### WOMEN'S EMPOWERMENT 2019

### VENDOR SPACE PURCHASING PROCESS

1. Fill out application.
2. Email or fax it back.
3. You will receive a Bill Trust Link via the email address you provide on your application to make your secure credit card payment.  
*If you submit your vendor application but **DO NOT** receive the Bill Trust Link please call your Account Representative Immediately.*
4. You have 24 hours to make the payment.  
*If payment is not received within 24 hours your booth space will be released and available to be sold.*
5. Once your payment is confirmed, you will receive an email confirming your vendor space.

**PLEASE NOTE:**  
**ONCE VENDOR SPACES ARE FILLED, THE WAITING LIST IS BY DATE ORDER IN WHICH THE APPLICATIONS ARE RECEIVED.**

# Women's Empowerment Expo 2019

April 27, 2019  
11:00 am - 8:00 pm - Doors Open at 10:30 am  
The PNC Arena 1400 Edwards Mill Rd Raleigh, NC 27607

<b>For Office Use Only</b>	
Received on:	_____
Received #:	_____
Assigned Booth #:	_____
Station:	_____
AE:	_____
Payment Type:	_____

## VENDOR PAVILION EXHIBIT SPACE RESERVATION AGREEMENT

\_\_\_\_\_  
BUSINESS OR ORGANIZATION

\_\_\_\_\_  
NAME OF PURCHASER

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

### Exhibit Space needed:

WE Vendor Pavilion Exhibit Space .....\$1300.00

*Each WE Vendor Pavilion exhibit space is 8' x 8', w/ 8' backdrop, 3' sidewalls, and includes the following:*

- 1 - 6' skirted table,
- 2 - Chairs
- 1 - Identification sign
- 4 - Exhibitor passes
- 1 - Parking Pass (parking for the North Parking Lot)
- Web Listing on WE website/page

Vendor Pavilion Exhibit Space (if you want to select your location\*).....\$1350.00

*Please list top 3 choices of booth location 1.\_\_\_\_ 2.\_\_\_\_ 3.\_\_\_\_*

**(Booths 10/11, 49/50, 58/59, 61/62, 65/66 are NOT available)**

***\*First come, first served basis***

***\*\*Your booth number will determine your move in time and will be included in your confirmation letter. The confirmation letter will be sent out no later than April 18, 2019***

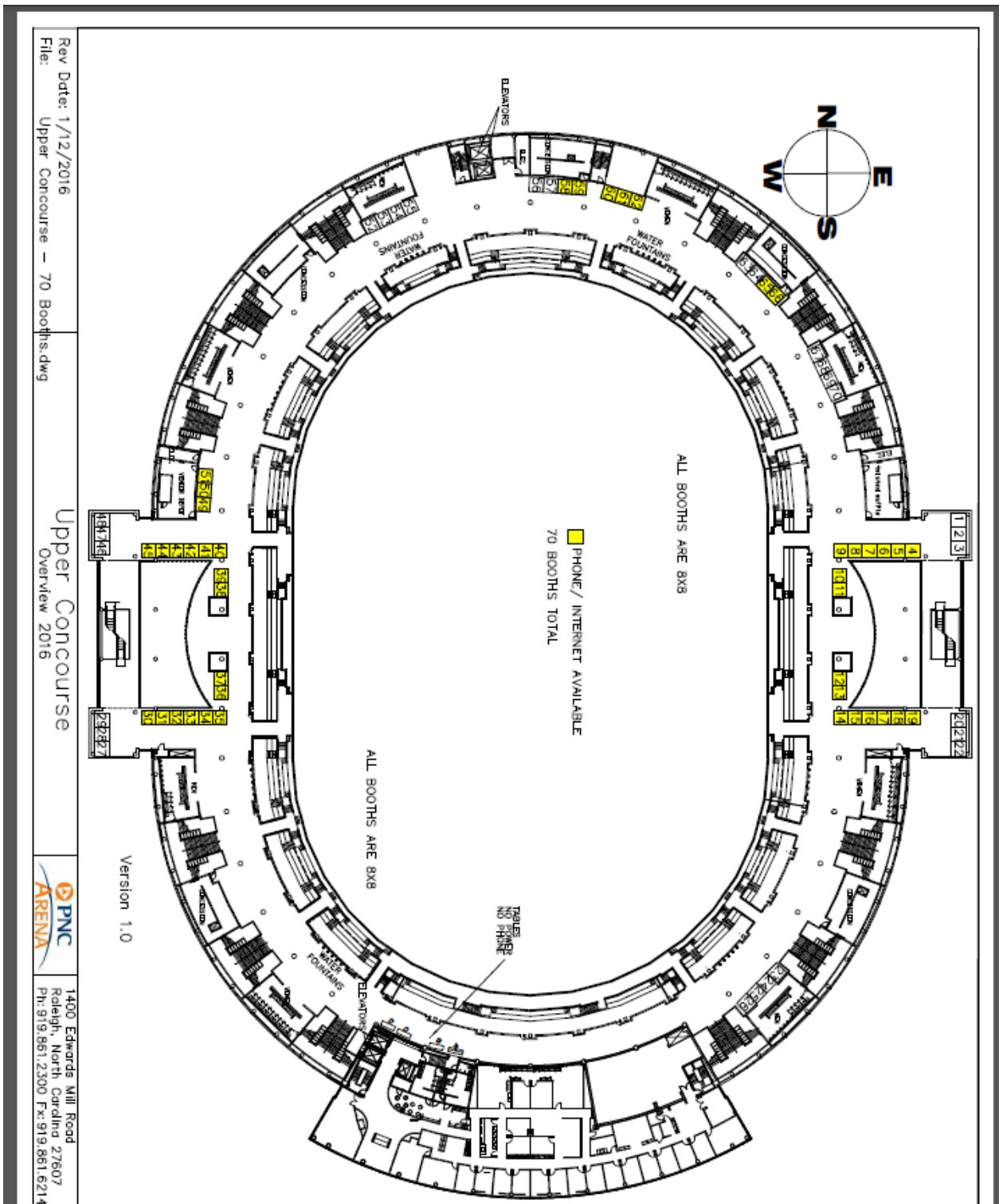
***\*\*\*Please print the company name that you would like printed on your exhibit/table identification sign\*\*\****

\_\_\_\_\_

**(PLEASE PRINT CLEARLY)**

**DO NOT SEND PAYMENT UNTIL YOU RECEIVE CONFIRMATION THAT YOUR APPLICATION HAS BEEN PROCESSED. YOU WILL RECEIVE A LINK FOR PAYMENT ONCE THE APPLICATION HAS BEEN ACCEPTED  
PLEASE FAX BACK TO: (919) 863-4862 or email to cneal@radio-one.com**

**MAP LAYOUT OF PNC ARENA**



Rev Date: 1/12/2016  
 File: Upper Concourse - 70 Booths.dwg

Upper Concourse  
 Overview 2016



1400 Edwards Mill Road  
 Raleigh, North Carolina 27607  
 Ph: 919.861.2300 Fx: 919.861.6214

## ADDITIONAL AMENITIES

### \*\*\*\* ADDITIONAL AMENITIES DISCLAIMER\*\*\*\*

Since Wireless internet is complimentary there is the possibility that the speed and quality of the wireless internet connections will decrease, at any given time, based on the amount of people accessing the connection. There is nothing that can be done on the day of the show to fix this problem and switching to a hardwire connection will NOT be an option after March 27, 2019.

**Deadline for purchasing electricity, telephone or internet is March 27, 2019. Electricity, telephone lines and internet must be reserved in advance; no purchase can be made after booth assignments; no installations will be made on show day!**

**Please check if desired:**

Please Check	ADDITIONAL AMENITIES	Cost <small>(Per Unit / Per User / Per Connection)</small>	Quantity	Total
<input type="checkbox"/>	Electricity	\$125.00		
<input type="checkbox"/>	Hardwire Internet	\$300.00		
<input type="checkbox"/>	Wireless Internet <i>*Please read the additional amenities disclaimer above*</i>	Complimentary		
<input type="checkbox"/>	Phone (Local and toll free dialing ONLY)	\$125.00		
<input type="checkbox"/>	Phone (Long Distance dialing)	\$200.00		
<b>Total for additional amenities</b>				
<b>Cost of booth space(s)</b>				
<b>TOTAL AMOUNT ENCLOSED</b>				

\*Describe Products/Items to be sold: (must be filled out)

(Exhibitor agrees that there will not be changes in product/service as described above without written permission from Radio One)

**NC SALES & USAGE NUMBER:** \_\_\_\_\_

***\*If you are SELLING products you must provide your NC Sales and Usage Number. This is NOT the same as your tax ID number. If you do not have an NC Sales and Use Number, please visit***

***<http://www.dor.state.nc.us/downloads/sales.html> to obtain your number. It is FREE and usually immediate.***

**PLEASE FAX BACK TO:  
(919) 863-4862 or email back to [cneal@radio-one.com](mailto:cneal@radio-one.com)**

## Terms and Conditions of Exhibition:

Radio One presents a professional show that focuses on products, services and events appropriate to consumers in a family environment. Radio One reserves the right to determine the eligibility of any company, product or service, and the right to prohibit any exhibition or product which, in the opinion of Radio One, detracts from the character of the exhibition or any violation of the terms and conditions of exhibition. All materials distributed must be done so from within your assigned exhibit space.

1. **Radio One will make all space assignments, unless the option to select your own vendor space is selected. Additionally, the exhibitor spaces are FIRST- COME FIRST- SERVED. Selected spaces will be assigned based upon when full payment is received by Radio One.** All exhibitor space must be maintained within the allotted exhibitor space. No exhibitor may distribute materials or solicit business from an area other than their designated exhibit space. You will be notified by mail, e-mail, or telephone of confirmation of your space assignment, set-up time, and other stipulations. **Radio One reserves the right, in its sole discretion, to make adjustments to the placement of exhibitor spaces.**
2. **Exhibitors are not permitted to sell food or drinks, i.e. soft drinks, fruit drinks, ice tea, water, etc.**
3. Exhibitors are not permitted to display illicit merchandise, including sexual, drug related or profane materials, as determined by Radio One. No exhibit may interfere with other exhibits by way of objectionable sounds, noise, odor or obstructive activities. **Exhibitors are not permitted to sell unlicensed materials. The sale of audiotapes, videotapes, compact discs, etc. is prohibited.**
4. Exhibitors are expected to keep their exhibit space clean and attractive at all times to present no unsightliness to any adjoining exhibitor. Radio One will provide trash receptacles throughout the exhibition area, but exhibitors are responsible for their own trash.
5. **All Vendor Pavilion exhibits must be assembled and ready for display one hour prior to the doors opening, (NO EXCEPTIONS!) Failure to open and operate your exhibit at the hours scheduled will forfeit your right to your exhibit space. No refunds will be given. Move-in is scheduled from 5:00 am to 9:30 am on the date of the event. Exhibitors must check in between 5:00 am and 8:30 am in accordance to your assigned move in time sent in your confirmation letter. The included paid exhibitor parking is in the North Parking Lot. Additional parking will need to be paid to the PNC Arena the day of the event. Exhibitor check - in is at the NORTHWEST loading dock. Please be prompt. In order to provide a safe environment for the attendees of Women's Empowerment Expo 2019, Radio One requires that all exhibitors wait until the end of the event (approximately 8:00 pm) to break down exhibits or move merchandise out of the venue (Fire Marshall specifications). \*\*We suggest you bring your OWN hand truck or cart to transport your items to and from your booth.**
6. **Limitation of Liability:** Exhibitor agrees to indemnify and hold harmless **Radio One Raleigh and the venue/facility** from all liability that might follow from any cause including accident or injury to invitees, guests, exhibitors, their agents or employees, including loss or damage to personal property.
7. **Insurance Indemnity: Exhibitor maintains insurance coverage with reputable insurers in such amounts and covering such risks relative to the risk of the Exhibitor's business, including but not limited to any health risks associated with Exhibitor's goods, products or services shall present Radio One with a copy of such insurance upon request. Exhibitor agrees to indemnify and hold harmless Radio One Raleigh/Urban One and the venue/facility from all liability that might follow from any cause including accident or injury to invitees, guests, exhibitors, their agents or employees, including loss or damage to personal property.**
8. No refund shall be made to any exhibitor who fails to occupy its assigned exhibit space by the time and date of the show opening. Further, Radio One reserves the right to utilize such unoccupied space in any matter it deems appropriate.
9. Booths are sold on a first come, first served basis. **DO NOT SEND A PAYMENT UNTIL YOU RECEIVE CONFIRMATION THAT YOUR APPLICATION HAS BEEN ACCEPTED. A LINK WILL BE SENT TO YOU TO MAKE THE PAYMENT AND YOU WILL THEN HAVE 24 HOURS TO MAKE YOUR PAYMENT OR YOUR APPLICATION WILL BE VOID. All agreements and payments are firm and non-refundable.**

I, the undersigned, request exhibitor/booth space and agree to abide by the contract and established rules and regulations that are part of this contract outlined by Radio One. **Due to the difficulty in forecasting consumer-buying habits, Radio One Raleigh assumes no responsibility regarding profits and/or revenues generated at this event.** By signing this document, I acknowledge that I have read, fully understand and agree to all disclaimers, terms and conditions.

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

Date: \_\_\_\_\_

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