

Women's Empowerment 2019

Saturday, August 10, 2019

10:00 am - 7:00 pm - Doors Open at 9:00 am

Cobo Center, 1 Washington Blvd, Detroit, MI 48226

For Office Use Only

Received on: _____

Received #: _____

Assigned Booth #: _____

Station: _____

AE: _____

Payment Type: _____

VENDOR EXHIBIT SPACE RESERVATION AGREEMENT

BUSINESS OR ORGANIZATION

NAME OF PURCHASER

MAILING ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE NUMBER

EMAIL ADDRESS

Exhibit Space needed:

- WEE Vendor Pavilion Exhibit Space\$950.00
 WEE Vendor Pavilion Exhibit Space (Corner Booth)\$1,050.00

Each WEE Vendor Pavilion exhibit space is 10' x 10', w/ 8'h back drape, 3'h side rails, and includes the following:

- 1 - 6' draped table
- 2 - Chairs
- 1- Wastebasket
- 1 - Identification sign
- 2 - Exhibitor passes
- Web Listing on WEE website/page

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

(PLEASE PRINT CLEARLY)

PAYMENT OPTIONS

<input type="checkbox"/>	Paid in Full	\$1,050 or \$950
<input type="checkbox"/>	Payment Plan Deposit Payment #1 (due with application)	\$250
<input type="checkbox"/>	Payment Plan Payment #2 (due by May 31, 2019)	\$400/\$350
<input type="checkbox"/>	Payment Plan Payment #3 (due by July 26, 2019)	\$400/\$350

ADDITIONAL AMENITIES

*** ADDITIONAL AMENITIES DISCLAIMER ***

If you purchase wireless internet 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 July 19, 2019.

Deadline for purchasing electricity or internet is July 12, 2019. Electricity 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:

<i>Please Check</i>	<i>ADDITIONAL AMENITIES</i>	Cost <small>(Per Unit / Per User / Per Connection)</small>	Quantity	Total
<input type="checkbox"/>	Electricity	\$350.00		
<input type="checkbox"/>	Wireless Internet	\$300.00		
<input type="checkbox"/>	Additional Vendor Wristband(s) <small>(Maximum number to purchase: 4)</small>	\$35.00		
<input type="checkbox"/>	Additional Event Ticket(s)	VIP \$125		
Please read the additional amenities disclaimer above				
Total for additional amenities				
Cost of booth space(s)				
TOTAL AMOUNT ENCLOSED				

Name: _____

Date: _____

Signature: _____

Terms and Conditions of Exhibition:

Radio One Detroit, LLC presents a professional show that focuses on products, services and events appropriate to consumers in a family environment. Radio One Detroit, LLC 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 Detroit, LLC, 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. **Certified funds, such as a cashier's check, cash, money order or credit card form must accompany all reservations for exhibit space.** All deposit payments must be made in advance (without exception) with this signed agreement. **Personal and/or business checks will not be accepted. Payments should be made payable to Radio One Detroit, LLC and be mailed with a copy of this agreement to:**

Radio One Detroit – WEE 2019
ATTN: Accounting Department
3250 Franklin Street
Detroit, MI 48207

2. **Solely, Radio One Detroit, LLC will make all space assignments. VENDORS MAY NOT REQUEST SPECIFIC BOOTH ASSIGNMENTS.** 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. Exhibitors will be assigned exhibit space on first-come, first-serve basis as received by Radio One Detroit, LLC. **Radio One Detroit, LLC reserve the right, in its sole discretion, to make adjustments to the placement of exhibitor spaces. Corner Booths are not guaranteed and are subject to availability.**
3. **Describe Product/Service to be exhibited/sold:** _____
(Exhibitor agrees that there will not be changes in product/service as described above without written permission from Radio One Detroit, LLC)
4. **Exhibitors are not permitted to sell food or drinks, i.e. soft drinks, fruit drinks, iced tea, water, etc.**
5. Exhibitors are not permitted to display illicit merchandise, including sexual, drug related or profane materials, as determined by Radio One Detroit, LLC. 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.**
6. Exhibitors are expected to keep their exhibit space clean and attractive at all times to present no unsightliness to any adjoining exhibitor. Radio One Detroit, LLC will provide trash receptacles throughout the exhibition area, but exhibitors are responsible for their own trash.
7. 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 11:00 am to 4:00 pm on **FRIDAY, August 9, 2019.** **Exhibitors must check in between 8:00am and 10:00am on Saturday, August 10, 2019!** **Exhibitor check-in/Load-in information will be sent by Friday, July 26, 2019 via email.** Please be prompt. In order to provide a safe environment for the attendees of Women's Empowerment Expo 2019, Radio One Detroit, LLC requires that all exhibitors wait until the end of the event (approximately 6:00 pm) to break down exhibits or move merchandise out of the venue (Fire Marshall specifications).
8. **Insurance; Indemnity:** Exhibitor maintains insurance coverage with reputable insurers in such amounts and covering such risks relative to the risk of Exhibitor's business, including but not limited to any health risks associated with Exhibitor's goods, products or services and shall present Radio One with a copy of such insurance upon request. Exhibitor agrees to indemnify and hold harmless **Radio One Detroit/Bell Broadcasting Company, LLC 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.
9. 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.
10. Booths are sold on a first come, first served basis. **If booths sell out and you have submitted your application, your booth information and payment will be sent back to you in the form of a check. All agreements and payments are firm and non-refundable. A deposit or full fee must accompany this application to be accepted.**

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 Detroit 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.

Credit Card and Bank Payments Instructions

1. To pay for your booth please log on to: <https://secure.billtrust.com/RADIO-ONE/ig/one-time-payment/nv>
2. Type your vendor name that appears on your booth sign in ALL CAPS and as all one word. **Example: URBANHAIREXTENSIONS**
3. Please select DETROIT market in drop down list.
4. Please type **VENDOR - WEE2019** in the note section.
5. Enter valid bank or credit card information and all applicable information and click on next.

Please note....payments made via bank accounts may delay the confirmation of your booth until funds can be verified in our bank account.

6. Please review your entered information, click on authorize and then confirm your payment.

NOTE: Upon confirmation, you will receive an e-mail from Radio One Detroit confirming your payment.

7. Please forward your confirmation payment e-mail to AMHigh@radio-one.com

Additional Questions? Please e-mail your Account Representative.



PLEASE EMAIL, MAIL OR FAX BACK TO: (313) 259-6244

Last Updated 3/12/2019 4:30 PM