



**BIRMINGHAM BLACK NURSES ASSOCIATION
EXHIBITOR/VENDOR AGREEMENT**

Name: _____ Title: _____
Company: _____ Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: () _____ Fax: () _____ E-mail: _____

Location:

The venue for the Birmingham Black Nurses Association Scholarship Fashion Show Extravaganza is the Boutwell Memorial Auditorium, 1930 Rev Abraham Woods, Jr. Blvd., Birmingham, AL 35203, contact person: Carthenia Jefferson, telephone: (205) 324-1505.

Exhibit Personnel:

Each Exhibitor/Vendor must pay a \$150 fee. The \$150 exhibit/vendor fee for regular booths entitles each exhibitor to have up to two (2) people staff the display. Each person must be an official representative of the exhibiting company. The exhibitor(s) must complete and return the Exhibitors/Vendors Agreement form along with the exhibitor/vendor fee by **September 3, 2018**. The company, which is exhibiting should be a corporation or individual entity. If additional personnel of the exhibiting company, other than the two (2) official representatives referenced above, wish to participate as a conference exhibitor, there will be an additional fee of \$50 per person. If two (2) companies want to share a booth, the fee is \$150 per company. A Late fee of \$25.00 will be charged for agreements received after **September 3, 2018**. If an Exhibitor/Vendor wishes to participate in the Scholarship & Fashion Show Extravaganza, the ticket fee is \$35 per person, i.e. food and table seating.

_____ of _____ plans to share my display table.
(Name) (Company)

Personnel Staff: _____

Personnel Staff: _____

Terms and Conditions:

- Each exhibitor/vendor will be assigned one (1) 6' x 30" table with two (2) chairs and an identification sign.
- Products and material may be displayed on the table.
- All displays of products/materials must be confined to the table and/or area behind the table and cannot obstruct the view of the surrounding displays. Each exhibitor is responsible for keeping the aisle and surrounding display area free from congestion.
- The Birmingham Black Nurses Association reserves the right to prohibit or evict any displays which, because of noise, method of operation, materials or any other reason

becomes objectionable. The restriction includes persons, things, conduct, printed matter or anything of a nature which the Birmingham Black Nurses Association determines detracts from the general character of the exhibition as a whole or does not conform to the Birmingham Black Nurses Association standards. In the event of such restrictions or eviction, the Birmingham Black Nurses Association is not liable for any refund or other exhibit expenses.

- Only representatives registered (as an exhibitor) will be allowed to work in the exhibit booth.
- Badge swapping among personnel is strictly prohibited.
- All items more than 4' from the floor in height must be confined to within 5' from the back of the exhibit booth.
- BBNA will not be held liable for any damages whatsoever, including direct, indirect, incidental, special, consequential or exemplary damages

Set-up

Saturday, September 22, 2018
5:00 p.m. – 6:00 p.m.

Hours of Operation

Saturday, September 22, 2018
6:00 p.m. – 10:00 p.m.

Dismantle

Saturday, September 22, 2018
9:00 p.m. - 10:00 p.m.

I have read, fully understand, and agree to abide by all of the terms outlined in this Agreement.

Signature: _____

Exhibit/Vendor Fee: \$ _____

Other Fee: \$ _____

Total: \$ _____

Date: _____

For office use only: Received by: _____

Date: _____

PLEASE RETURN THIS FORM. YOUR SPACE WILL NOT BE RESERVED UNLESS THIS FORM IS RETURNED WITH THE APPROPRIATE FEES. Retain a copy for your records. The Exhibitor's Agreement Form and funds must be received or postmarked by **September 3, 2018**. No refunds.

FORM OF PAYMENT: Check, money order or bank cashiers' check

Make check or money order payable to: **Birmingham Black Nurses Association, Inc. The Birmingham Black Nurses Association, Inc. is a 501 (C) (3) Nonprofit Organization.**

Mail to: Birmingham Black Nurses Association, Inc.
P. O. Box 13856
Birmingham, Alabama 35202

If you have any questions, please contact Carthenia Jefferson at jeffersonlawfirm@aol.com