MWC 2013 – February 21-24, 2013

Vendors, Post Office Box 54143, Atlanta, GA 30308

VENDOR REGISTRATION INFORMATION

Vendor Information			
Full Name		Business Name (As you would like listed on booth signage)	
Full Mailing Address			
Website		Email Address	
Business Phone No.	Mobile Phone No.	Home Phone No.	
BOOTH REPRESENTATIVE 1 (name & mobile#)		**BOOTH REPRESENTATIVE 2** (name & mobile#)	

Vendor Booth Info	Cost	QTY	Before 11/30/2012	After 11/30/2012	
• 2 day Event • 1 - 30" x 96" skirted table • 2 - chairs • 1 - wastebasket • Booth ID sign • Exhibitor badges	Vendor – Display only		$75	$100	***Assignment: First Paid, First Assigned.***
	Vendor – Retail		$200	$250	
	Extra Table		$5	$5	**TOTAL**
	Electricity (2 days) ☐ Yes ☐ No		$15	$15	

Souvenir Book Rates							
☐ Gold Color Pg $300.00	☐ Full Pg Color $200.00	☐ Full Pg B/W $100.00	☐ ½ Pg B/W $75.00	☐ ¼ Pg B/W $50.00	☐ Patron Listing $15.00	☐ Photo/Log Business Card $10	**TOTAL**

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

Set Up Day	
(please ✓ one): ☐ Friday morning ☐ Saturday morning	
We will provide bag inserts: Description of **bag inserts** items:	

Contract Agreement

It is agreed and understood between the vendor and the Metro Atlanta Chapter of Alcorn State University National Alumni Association 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 Metro Atlanta Chapter and Marriott Hotels & Resorts 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: Metro Atlanta ASU Alumni Chapter MWC.

Mail to: Alcorn State University Alumni – Metro Atlanta Chapter
c/o MWC 2013 – Vendors
P.O. Box 54143; Atlanta, GA 30308

A letter will be e-mailed confirming your assigned booth upon receipt of registration form and clearing of checks. Call Vendor Chairperson, Terry Sadler, with questions at (404) 333-3575 or e-mail asumwc2013@gmail.com

----------Office Use Only----------

Amt. Rec'd:_____ ☐MO ☐CK#:_____ Confirmation Sent:_____ Setup Request Arranged _____

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DATE:

Dear Vendor,

The 36th Annual Mid-Winter Conference for Alcorn State University National Alumni Association will be held February 21 – 24, 2013, at the Atlanta Marriott Marquis, 265 Peachtree Center Ave., N.E., Atlanta, GA 30303-7402. 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. **E-mail**: Email asumwc2013@gmail.com to request an electronic Vendor Application.
2. **By Mail**: Print out and complete the following application and return it to: Alcorn State University Alumni-Metro Atlanta Chapter, c/o MWC 2013 - Vendors; P.O. Box 54143; Atlanta, GA 30308

EXHIBIT HOURS
Friday, February 22, 2013, 9:00 am to 11:00 pm
Saturday, February 23, 2013, 9:00 am to 11:00 pm

VENDOR BOOTHS
Booth Includes:
- One 30"'x96" draped table
- Two chairs
- One wastebasket
- One exhibitor ID sign

Electricity is available at an additional cost as well as extra tables and chairs and labor.

VENDOR FEES – prior to 11/30/2012
$75.00 –Display Only Vendor
$200.00 - Retail Vendor

DEADLINES
- *Souvenir Book Payment/Submission*
  December 31, 2012
- *Vendor Application & Payment*
  January 21, 2013

VENDOR REGISTRATION/SETUP
Thursday 12:00 pm to 5:00 pm
Friday 8:00 pm to Noon

Wireless internet access (WI-FI) will also be available free of charge.

Upon approval of your application an email confirmation will be sent to you. It will also include driving directions, shipping/freight and additional set-up 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 Terry Sadler, (404) 333-3575, or via e-mail, asumwc2013@gmail.com.

Thank you and we hope to see you in February 2013!

Sincerely,

MWC 2013 Vendor Committee

Vendors, Post Office Box 54143, Atlanta, GA 30308

VENDOR INFORMATION AND AGREEMENT

IMPORTANT DATES

September 1, 2012	Deadline to submit company logo for Website advertising
November 30, 2012	Deadline for Early Vendor Registration
December 30, 2012	Deadline to submit payment and print-ready PDF ad
January 21, 2013	Vendor Application & Payment
February 8, 2013	Deadline for Cancellation
February 11, 2013	Deadline to Make Hotel Reservations

BOOTH REPRESENTATIVES:
Two badges per table will be issued for personnel staffing your exhibit. Additional badges are available for $5.00 each.

BOOTH FURNISHINGS: Each vendor will be provided a sign with the company name, 6 foot draped table, trash can, and electrical outlet if indicated on the application form. If more space is needed an additional area can be purchased for $100.00 and will include everything above.

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 14, 2013. 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 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
The Atlanta Marriott has a restaurant onsite and there are other eateries within walking distance of the hotel.

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