

**Maryland State Conference**  
National Association for the Advancement of Colored People  
Post Office Box 9702 ♦ Arnold, Maryland 21012  
Phone: 410-533-7302

Dear Potential Vendor:

**President**

Gerald G. Stansbury

**1<sup>st</sup> Vice President**

Wandra Ashley-Williams

**2<sup>nd</sup> Vice President**

Anita Powell

**3<sup>rd</sup> Vice President**

Janice Wilson

**Secretary**

Betty Johnson

**Assistant Secretary**

Neva Stansbury

**Treasurer**

Zilpha Smith

**Assistant Treasurer**

Larry Shelton

**Youth and College**

**Division President**

Charnelle Ferguson

On Friday, October 26th and Saturday, October 27th, 2018 the Maryland State Conference (MSC) of the National Association for the Advancement of Colored People (NAACP) will be hosting its 2018 Annual State Convention at the Sheraton Columbia Town Center, 10207 Wincopin Circle, Columbia, MD 21044.

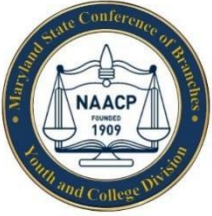
We would like to invite you to participate in our vendor exposition that will be on Friday, October 26<sup>th</sup> from 9:00 A.M. to 6:00 P.M. and on Saturday, October 27<sup>th</sup> from 9:00 A.M. to 4:00 P.M. We have 15 vendor opportunities available.

All vendor spaces are sold on a first paid first reserved basis at a fee of \$150.00. The deadline for the vendor table reservation is September 30, 2018 at 5:00 p.m. EST. If you would like to participate, please read, sign and return the vendor space agreement to the Maryland State Conference of the NAACP. If you have questions, please feel free to call Sherlene Lucas @ 301-957-5043 or Gerald Stansbury 410-533-7302. Once we receive your completed vendor agreement, you will receive an e-mail confirmation from the MSC. We look forward to your participation.

Respectfully,

*Gerald G. Stansbury*

Gerald G. Stansbury, President



## **Vendor Policies & Procedures**

**Liability of the Maryland State Conference (MSC) NAACP:** It is expressly agreed and understood between the vendor and MSC that the MSC shall be under no liability for loss of, or damages to, goods or property of vendor or personal injury to the vendor or the vendor employees, and each vendor on signing this agreement expressly indemnifies the MSC from all such claims. Vendor further warrants that he/she will obey all rules, regulations and laws of the MSC convention city and state.

**Clean-up:** Vendor agrees to be responsible for any damages done within their assigned space. Should vendor assign space be left unclean, the MSC reserved the right to charge the vendor an “extra cleaning” charge of \$150 payable to MSC NAACP.

**Sub-letting:** Vendor agrees not to assign, sublet or share, in whole or in part, their assigned space without prior notice and approval by the MSC coordinator. Solicitation by Non-vendor: Vendors or their representatives not assigned to a vendor space are prohibited from soliciting business in any form at the convention. Violators will be promptly ejected from the convention.

**Miscellaneous Regulations:** Loudspeakers, phonographs, sound movies or megaphones that interfere with adjoining vendors or event locations will be prohibited. All packing containers and paper are to be removed from the floor at the end of vendor hours and can be stored under the table(s) at your own risk.

**Tables:** All vendor tables are 6 feet long. Each table will come equipped with a table cloth, skirt and two chairs. You can bring and display your vendor logo sign within confined area of your vendor space.

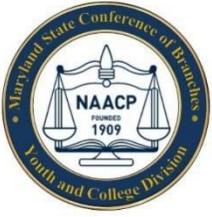
**Location:** Vendors will be located in the pre-function areas of the hotel.

**Hours:** Vendor/Exhibitor hours are as follows:

Friday, October 26, 2018: Set - up: 7:00 A.M.; Selling: 9:00 A.M. – 6:00 P.M.

Saturday, October 27, 2018: Set - up: 7:00 A.M.; Selling: 9:00 A.M. – 4:00 P.M.

**Vendor Badges:** Each vending space will receive two (2) vendor badges. Vendors are required to wear badges at all times, including set-up hours. Vendor badges are restricted for use by individuals who are to be working within the confines of the vendor area of the convention. Vendor badges are not to be worn by individuals under the age of 16-years without special permission from the Maryland State Conference of the NAACP.



**Maryland State Conference of NAACP Convention**  
**October 26– 27, 2018**  
**Sheraton Columbia Town Center**  
**10207 Wincopin, Columbia, MD 21044**

**Agreement for Vendor Space**

We hereby agree to abide by the rules and regulations of the Maryland State Conference (MSC) of the NAACP as set forth in this agreement and request the following vendor space. Note: The MSC reserves the right to assign space in order to lessen any conflict of displays or products. To determine the order in which table(s) are considered and assigned, all applications will be based on a first paid vendor basis. Rental Fee is \$150.00. Rental Fee is for the entire event regardless of how many days vendor attends.

If you cancel your vendor space after October 1, 2018 (5:00 pm EST.), you will forfeit any monies rendered to MSC for vendor space. The deadline for all vendor space applications is Monday, September 30, 2018 at 5:00 P.M. EST.

**Vendor Company:**

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

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Description of your Product/Service: \_\_\_\_\_

Vendor agrees that there will not be any changes in products/services as described above without permission from MSC. Total Amount Enclosed: \_\_\_\_\_ No partial payments will be accepted.

All vendor fee payments must be submitted in **full**.

Circle the Method of Payment: Check #: \_\_\_\_\_ Money Order: \_\_\_\_\_

Please make your check or money order payable to: **Maryland State Conference NAACP** and return this agreement with your **full** payment to: Maryland State Conference NAACP, P.O. Box 9702 Arnold, MD 21012