



**Alcorn State University National Alumni Association**  
**P.O. Box 33576**  
**Charlotte, NC 28233**  
**46th Annual Mid-Winter Conference**  
**March 2 – 5, 2023**  
*“The Fierce Urgency of Now”*

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Dear Vendor,

The 46<sup>th</sup> Annual Mid-Winter Conference for the Alcorn State University National Alumni Association will be held March 2-5, 2023 at The Westin Charlotte, 601 South College St. Charlotte, NC 28202. Our Conference will be a great opportunity to showcase your products, services, and/or programs. Vendor booths are available on a first-paid, first-assigned basis until all available spaces are assigned or by the deadline. The vendor application is included with this letter.

**VENDOR FEES (APPLICATION AND PAYMENT DEADLINE IS JANUARY 31, 2023)**

\$350 Gold Vendor  
\$250 Purple Vendor  
\$ 75 Information Only Display – Non-selling

**VENDOR REGISTRATION/SETUP**

Thursday, March 2, 2023	12:00 pm - 7:00 pm
Friday, March 3, 2023	8:00 am - noon

**VENDOR HOURS**

Friday, March 3, 2023	9:00 am - 9:00 pm
Saturday, March 4, 2023	9:00 am - 9:00 pm
Sunday, March 5, 2023	8:00 am -11:00 am (Vendor space must be cleared out by noon)

An email confirmation will be sent to you after your application is approved. It will also include shipping/freight and additional setup information. Incomplete applications will not be processed.

You may also register for the Mid-Winter Conference 2023 and/or advertise in the commemorative booklet at <https://carolinasalcornalumni.com/mid-winter-2023> . If you have any questions, please contact the Vendor Committee Chair at [mwcvendor2023@gmail.com](mailto:mwcvendor2023@gmail.com).

Thank you and we hope to see you in March 2023!

Sincerely,

MWC 2023 Vendor Committee



Alcorn State University National Alumni  
Association P.O. Box 33567  
Charlotte, NC 28233  
46th Annual Mid-Winter Conference  
March 2 - 5 2023  
"Theme TBD"

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## **VENDOR INFORMATION AND AGREEMENT**

### **APPLICATION DEADLINE**

**January 31, 2023** DEADLINE for Receipt of Vendor Application and Payment of Fee

*LATE vendor applications received after January 31, 2023 are subject to availability and an increase in the vendor booth fee to \$400 for Gold Vendor and \$300 for Purple Vendor.*

### **USE OF BOOTH SPACE**

Booth assignments will be made only upon receipt of a signed contract and fully paid booth fee. Vendors are restricted to their assigned spaces, and all items, equipment, boxes, or displays must be contained within each assigned space. Once spaces have been assigned, vendors 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's assigned space or to share space with another vendor.

Vendors are required to setup within the assigned space and not to interfere with other vendors. The following practices are prohibited: 1) Using electrical or mechanical apparatus, music, and/or audio-visual equipment that interferes with other vendors and/or conference attendees; 2) Canvassing or distributing any material outside the vendor's assigned space; 3) Subleasing of vendor space; and 4) Using advertisement and/or display of signs outside of the vendor's assigned space without prior approval from the Vendor Coordinator.

### **CANCELLATIONS AND REFUNDS**

***No refunds will be given after February 5, 2023.*** If canceled at the discretion of Carolinas Alumni Chapter, Inc., the vendor will receive a full refund unless the conditions in the Right of Refusal and/or Cancellation section of this agreement apply. There will be no refunds for "No Shows."

### **RIGHT OF REFUSAL AND/OR CANCELLATION**

The Alcorn State University Alumni - Carolinas Alumni Chapter, Inc. reserves the right to cancel this agreement and retain your application fee whenever it discovers that a vendor's product(s) is not as described in this agreement or is incompatible, in the opinion of Carolinas Alumni Chapter, Inc., with the purposes of the Alcorn State University National Alumni Mid-Winter Conference.

### **POLICY ON PRODUCTS**

A posted sign is required stating your policy for refunds, returns, and exchanges.

### **DOOR PRIZE DONATION**

Vendors will be required to donate an item(s) to be given as a door prize during the conference. Your item(s) will be collected during vendor setup.



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## VENDOR APPLICATION

<b>Vendor Registration Information</b>	Business Name				Contact Person Name		
	Mailing Address						
	Website				Email Address		
	Contact Phone Number						
	Booth Representative 1 (Name & Contact Phone Number)						
	Booth Representative 2 (Name & Contact Phone Number)						
<b>Vendor Booth Information</b>	<b>Equipment Provided With Package</b> <ul style="list-style-type: none"> <li>Tables (vary with package)</li> <li>2 chairs</li> <li>Wi-Fi password</li> <li>1 Wastebasket</li> <li>1 Electrical Strip</li> </ul>	<b>VENDOR PACKAGES</b>	<b>QTY</b>	<b>COST By 1/15/2023</b>	<b>COST After 1/15/2023</b>	<b>TOTAL</b>	<b>Booth Assignment:</b> First Paid, First Assigned <i>(For Committee Use Only)</i>
		Gold Vendor (3 tables)		\$350.00	\$400.00		
		Purple Vendor (2 tables)		\$250.00	\$300.00		
		Information Only Display – Non-selling (1 table)		\$ 75.00	N/A		
				<b>TOTAL</b>			
<b>Product</b>	Description of products, information, or services to be displayed or sold:						
	Special Request(s):						
<b>Setup</b>	Check one: <input type="checkbox"/> Thursday afternoon, March 2, 2023, 12:00 – 7:00 p.m. <input type="checkbox"/> Friday morning, March 3, 2023, 8:00 a.m. – noon						

**Vendor Requirement – Door Prize Donation. Donations will be collected during vendor setup.**

### CONTRACT AGREEMENT

It is agreed and understood between the vendor and the Alcorn State University Alumni - Carolinas Alumni Chapter, Inc. that there should be no liability for loss of, or to, goods or property of vendor or personal injury to the vendor or the vendor's employees. This agreement releases the Alcorn State University Alumni - Carolinas Alumni Chapter, Inc., and The Westin Charlotte Hotel from all such claims. Booths are issued ONLY UPON RECEIPT AND CLEARING OF PAYMENT.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Total Payment Enclosed

Go to [Vendor Payments](#) pay online, and download and complete this fillable application, save as a pdf, and email to [mwcvendor2023@gmail.com](mailto:mwcvendor2023@gmail.com). OR, go to [MWC Website](#) download and complete this fillable application, save as a pdf, and mail completed application along with check, cashier's check, or money order made payable to *Carolinas Alumni Chapter – MWC 2023* to:

Alcorn State University Alumni - Carolinas Alumni Chapter, Inc.  
 c/o MWC 2023 – Vendors  
 P.O. Box 33576  
 Charlotte, NC 28233

Email confirmation will be sent upon receipt and approval of application and clearing of payment. Questions and concerns should be sent to [mwcvendor2023@gmail.com](mailto:mwcvendor2023@gmail.com).

#### For Committee Use Only

Date Received: _____	Amount Received: _____	Check/Check No.: _____	Money Order
<input type="checkbox"/> Cashier's Check _____	<input type="checkbox"/> Gold Vendor	<input type="checkbox"/> Purple Vendor	<input type="checkbox"/> Display Only
Date Confirmation Sent: _____	Booth Space Assigned: _____		