



PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
40TH NATIONAL ALUMNI CONVENTION
Houston, Texas • July 23-27, 2014

VENDOR/EXHIBITOR REQUEST

You are invited to become a vendor/exhibitor at the 40th National Alumni Convention of Prairie View A&M University National Alumni Association. This is an excellent opportunity to spotlight your business, product, service area, or professional organization to a diverse group of university alumni. Space is available at a cost of \$150 per registered vendor, (*or \$75 per day, per availability*) for the three (3) day period beginning **July 24 to July 26, 2014**. If interested, please fill out the Vendor/Exhibitor Registration Contract and return to the address shown.

Space will be assigned upon a first come, first served basis.

The deadline to submit the Vendor/Exhibitor Registration Contract **with payment is JUNE 13, 2014.**

SET-UP TIME: Thursday morning, July 24, 2014—8:00 A.M.

VENDOR HOURS OF OPERATION

Thursday: July 24, 2014 • 8:00 A.M. -to- 5:00 P.M.

Friday: July 25, 2014 • 8:00 A.M. -to- 8:00 P.M.

Saturday: July 26, 2014 • 8:00 A.M. -to- 8:00 P.M.

*(*see Guidelines: Installation and Removal, page 2)*

Register Early! Space is Limited, No On-site Vendor Registration.

Vendor/Exhibitor Name: _____

Mailing Address: _____

Telephone (*at which to reach you 8-AM to 6-PM*): _____

Contact Person: _____ Title: _____

Expected Arrival Date: _____ Time: _____

Brief description of product and/or service to be displayed:

RETURN REQUEST TO: VENDORS/EXHIBITS COMMITTEE
ATTN: Mrs. Hester Townsend
P.O. Box 2875
Prairie View, Texas 77446-2875

For additional information or to leave a request, call:

Mrs. Hester Townsend, Vendor Committee Chair @ (832)439-2040 (10:00 AM-8:00 PM)

Ms. LaShonda R. Williams, Convention Chair @ lashondarwilliams@sbcglobal.net

-or- NAA Headquarters: Erma Sadberry, Administrative Assistant @ (936) 857-5817 (10:00 AM-5:00 PM)

Note: This form may also be used to request courtesy consideration for space until Vendor has an opportunity to confirm schedule for event. **This form does NOT, however, confirm vendor space(s) or supersede spaces for PAID Vendor Contracts.**

Vendor Spaces are confirmed and sold on a first-come, first served-basis.

Your patronage is greatly appreciated!



PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
40TH NATIONAL ALUMNI CONVENTION
Houston, Texas · July 23-27, 2014

VENDOR/EXHIBITOR REGISTRATION CONTRACT

I, the duly authorized representative of the undersigned company, on behalf of said company, subscribe and agree to all terms, conditions, authorizations and covenants contained in this registration contract and the attached General Information and Guidelines for exhibit table space at the 40th National Alumni Convention of the Prairie View A&M University National Alumni Association, July 23-27, 2014, held at the Westin Memorial Hotel, 945 Gessner Rd, Houston, Texas 77204. Booth space will be provided in the convention program area.

Company Name:		
Company Representative:		
Authorized Signature:		
Mailing Address:		
City:	State:	Zip code:
Daytime Telephone: ()		Evening Telephone: ()
EXHIBIT SPACE WILL INCLUDE:		
<ul style="list-style-type: none"> • One (1) 6-foot long table & One chair (<i>provided by the Westin Hotel</i>) • Assigned space location • General maintenance of aisles, hotel lighting, heating, air conditioning, and ventilation. 		
Note: <i>Special booth requirements not included but can be purchased; must be secured directly from the Westin Memorial Hotel.</i>		
EXHIBIT SPACE COST:		
<ul style="list-style-type: none"> • \$150, per <i>each</i> requested table set-up (<i>three day period</i>) • \$75 per day, per availability (<i>one day, one table set-up</i>) 		
EXHIBIT REQUIREMENTS:		
Number of tables requested: _____ x \$ _____ = \$ _____		
TOTAL AMOUNT ENCLOSED: \$ _____		
PAYMENT METHOD:		
[] Check		
[] American Express [] Visa [] MasterCard [] Discover		
Card #: _____ Expiration Date: _____/_____/_____ 3-Digit Code: _____		
Authorizing Signature for Credit Card: _____		
PAYMENT DEADLINE: June 13, 2014		

Return this Contract with payment to: NAA Vendors/Exhibits Committee
P.O. Box 2875 • Prairie View, TX 77446-2875

DO NOT WRITE BELOW THE LINE

Contract Accepted By: _____ Date Received: _____

Assigned Table Number for Exhibit Space: _____



PRAIRIE VIEW A&M UNIVERSITY NATIONAL ALUMNI ASSOCIATION
40TH NATIONAL ALUMNI CONVENTION
Houston, Texas · July 23-27, 2014

AUTHORIZED VENDOR/EXHIBITOR
GENERAL INFORMATION & GUIDELINES

The applicant for vendor/exhibitor space must be a duly authorized agent of the undersigned Company Vendor/Exhibitor. Full payment must accompany contract. Confirmation will be returned to the vendor/exhibitor with indication of receipt of payment and assignment of table number. These items together constitute a contract for the right to use the vendor/exhibitor space.

ASSIGNMENT OF TABLE

All applications received will be acted upon promptly. Table assignments will be made according to the postmark date. If possible, a special request for location made by vendor/exhibitors will be considered. The decision of the Vendor/Exhibits Chairperson with respect to allocation of tables will be final and binding upon all vendors/exhibitors.

VENDOR SPACE

Vendor/Exhibitor will display and promote **ONLY** those goods and services which it sells in its normal course of business. Exhibit must conform to the size of the space and must not obstruct the view of others. Rental space will be equipped with one (1) table, and one (1) chair. Rental tables are 6-feet long by 2½-feet deep.

Vendors/Exhibitors have permission to sell and/or display their merchandise only in the designated vendor/exhibitor area. **Under no circumstances will Vendors/Exhibitors' merchandise be sold from any room, corridor, lobby, etc. of the hotel. Any Vendor/Exhibitor found to be in violation of the aforementioned will be escorted off the premises without due process.**

Vendors/Exhibitors displaying any merchandise deemed to be offensive by the Vendor/Exhibit Chairperson of Prairie View A&M University National Alumni Association (NAA) will be required to remove such or face expulsion without recourse.

Vendor space **WILL NOT** include (1) placement of display equipment; (2) decoration or other related Hotel services, other than access to public facilities; (3) guard services; (4) labor, i.e., carpenters, electricians, & draymen; (5) *storage of any exhibit-related materials; (6) special lighting and/or special electrical power over and above what is provided in designated area (including internet access); or (7) gas or water supply. ***However, you may secure your special needs directly with the Hotel (281-501-4300).**

TERMINATION OF MEETING AND EXHIBIT

Should the premises in which the NAA plans to hold this convention become, in sole judgment of the NAA, unfit for occupancy, or should the conference be materially interfered with by reasons of strike, picketing, boycott, embargo, injunction, war, riot, emergency declared by government agency, or by any other act beyond the control of the NAA, the Vendor/Exhibitor Booth Registration Contract may be terminated. The NAA will not incur any liabilities for damages sustained by Vendor/Exhibitor as a result of such termination. In the event of such termination, the Vendor/Exhibitor expressly waives such liability and releases the NAA of and from any and all claims for damages and agrees that the NAA shall have no obligation except to refund the Vendor/Exhibitor a predetermined prorated share of the aggregate amount received by the NAA as rental of exhibit space (*after deducting NAA expenses in connection with the exhibit*).

WITHDRAWAL

Withdrawal by a Vendor/Exhibitor will not be accepted unless **written notification of such withdrawal** has been received by the NAA **on or before June 13, 2014**. Any Vendor/Exhibitor who withdraws in writing on or before June 13, 2014 will be granted a partial refund (*a handling fee of \$50 will be assessed*).

NO REFUNDS will be granted for notifications received after JUNE 13, 2014.

LIMITS OF LIABILITY

The Vendor/Exhibitor assumes the entire responsibility and liability for any loss, injury or damage, including fire or theft, and claims arising out of exhibit activities on the premises of the **Westin Memorial Hotel** and will indemnify, defend and hold harmless **Westin Memorial Hotel**, its agents, servants and employees from any and all such losses, damages and claims. The official representatives of the **Prairie View A&M University National Alumni Association** are likewise blanketed by the aforementioned statement.

INSTALLATION AND REMOVAL OF EXHIBITS

It is the responsibility of each Vendor/Exhibitor to arrange for the installation of his/her exhibit. Installation can begin at 8:00 AM on Thursday morning, July 24, 2014. Complete dismantling and removal of the exhibit must be done by 8:00 p.m., but no later than 12:00 Midnight on Saturday night, July 26, 2014.

Vendor/Exhibitor must secure their identification badges and submit proof of their certificates of operation to the Vendor/Exhibit Chairperson or designee located in the vendor/exhibit area upon request. Badges and certificates must be displayed at all times during the convention.

SPECIAL NOTE: The Hotel will provide drapes and skirts for each table that the Hotel supplies. Storage **IS NOT** provided with this contract; the Hotel elects to provide storage directly to our Vendors at an additional cost. **You must call the Hotel directly (281-501-4300) if you desire to have storage. Be advised the exhibit area is an open space accessible by the general public, 24 hours/day.**

PROMOTIONAL MATERIAL

Nothing shall be posted on, nailed or screwed, attached to columns, walls, floors, or other parts of the building or furniture at any time. Distribution of promotional gummed stickers or labels is strictly prohibited.

Please retain this document for your records as it constitutes your contractual agreement with Prairie View A&M University National Alumni Association.
