



National Alumni Association of Bethune-Cookman University Vendor Agreement Form

Join us at the annual convention held by the National Alumni Association of Bethune-Cookman University on June 21-25, 2017. Hosted by the Miami-Dade Chapter and held at the Marriott Miami Biscayne Bay, 1633 North Bayshore Drive, Miami, FL. Conference participants will consist of more than 200 attendees including our college president, alumni affairs director, national alumni association and chapter presidents, alumni, students, staff and other supporters.

TO REGISTER FOR THE VENDOR MARKET:

- Complete the Registration Form (Below or on Online at www.shop.bcu-naa.com)
- Make Payment in the form of a Money Order, Cashier's Check or via our Online Payment System (No Cash, Personal or Business Checks, please)
- Mail to:
NAA-BCU
Attention: Vendor Committee
P.O. Box 11646
Daytona Beach, FL 32120

AGREEMENT

I agree to participate as a Vendor at the National Alumni Association of Bethune-Cookman University Convention (NAA-BCU) being held at the Marriott Miami Biscayne Bay, 1633 North Bayshore Drive, Miami, FL, (305) 374-3900. The scheduled dates are Thursday, June 22, 2017 through Saturday, June 24, 2017. As a Vendor, I understand that all regulations including the Agreement with the Marriott Miami Biscayne Bay apply during my presence.

- I understand that the table fee is \$100 per day. I further understand that my participation is not final until full payment of the applicable Vendor fee is received and confirmed by the NAA-BCU. I understand that the Vendor fee is non-refundable and non-negotiable.
- A copy of my business information must be received by June 2, 2017, if I would like for my business information to be included in the **souvenir journal in the Acknowledgements section. I understand that I am not charged for this service.** Send to: dethreet@bellsouth.net in one of the following formats (.pdf, .jpeg, .png, .docx, or .doc)

VENDOR SET UP AND HOURS

General Vending Logistics Vending Hours are:

- Thursday through Saturday: 10:00 a.m. – 9:00 p.m.
- Set-Up Start Time: Start no earlier than 9:00 a.m.
- Set-Up Completion Time: Completed by 10:00 a.m.

VENDING SPACE/MERCHANDISING GUIDELINES

- Vendors will be given one six-foot skirted table and two chairs. One additional vendor-owned table may be set up.
 - Additional tables supplied by NAA B-CU, will be assessed a total of \$25.00
 - Use of electricity must be arranged by the vendor through the Marriott Miami Biscayne Bay
- Animals are not permitted except as allowed by the ADA
- Vendors will be responsible for their goods while on site and for transporting goods in and out of the venue. The hotel does not provide a locked room; therefore cannot ensure the security of items left unattended.
- Only merchandise and services listed on this Vendor Agreement Form will be permitted. Vendors will not be allowed to sell items determined to be offensive or that reflect negatively on the National Alumni Association or the University, its mission, principles, and/or the population served.
- Vendors are liable for any failed agreements made with customers.

CANCELLATION POLICY

The Vending Chairperson reserves the right to cancel any contract (including day of event) if there is a conflict with the principles of the National Alumni Association of Bethune-Cookman University.



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VENDING DATES(S):

Place the vending fee beside your selected date(s).

Thursday, June 22, 2017	\$
Friday, June 23, 2017	\$
Saturday, June 24, 2017	\$
Extra Table (for each day)	\$
Total Amount	\$
Deadline for Application: May 19, 2017	

CONTACT INFORMATION

Company Name: _____
 Contact Person: _____ Phone: _____
 Company Address: _____
Street City, State, Zip

Email: _____

of People at vending table: _____

Comments: _____

Items being sold: _____

Signature: _____ Date: _____

SELECT PAYMENT METHOD

- CHECK ENCLOSED (ONLY CASHIER'S OR MONEY ORDERS ACCEPTED)
- ONLINE PAYMENT INVOICE NUMBER _____ (Shown on last transaction page)

Print and mail to:
 NAA-BCU
 Attention: Vendor Committee
 P.O. Box 11646
 Daytona Beach, FL 32120

NAA B-CU OFFICE USE ONLY				
Date Rec'd	Verified	Approved	Not Approved	Payment Rec'd
_____	_____	_____	_____	_____