



Dear Vendor/Exhibitor,

The **National Black Staff Network (NBSN)** will be holding its Annual Conference in Washington, DC February 22-24, 2019. The NBSN is a national organization of African-American employees who work for the National Education Association and its affiliates at the local and state levels. A nonprofit organization, NBSN was organized in 1985. This year's Theme is: ***"Purpose, Passion, Promise and Power"***.

The NBSN would like to extend an invitation to your business to participate as a vendor/exhibitor at the Courtyard by Marriott US Capitol, 1325 – 2<sup>nd</sup> Street NE, Washington, DC 20002. This will provide an opportunity for your company to exhibit and/or sell your products and/or services to our conference participants and guests. We hope you will be interested in joining us as an exhibitor/vendor.

Enclosed is a Vendor/Exhibitor Agreement form if you would like to participate. It is our intent to provide a variety of vendors so our conference participants and guests (as well as other hotel guests) may patronize as many as possible. The vendor/exhibitor's fee is \$200.00. Please confirm as soon as possible by submitting the completed form and check to the address on the form. The submission deadline is December 14, 2018.

Should you have any questions/concerns, please do not hesitate to contact me at 410.292.8611 or by email [msflute98@comcast.net](mailto:msflute98@comcast.net).

Regards,

*Marsha Meekins*

Marsha Meekins, Chair  
2019 NBSN Vendor Committee

## VENDOR/EXHIBITOR'S AGREEMENT

This Vendor's Agreement ("this Agreement") is made effective as of (date of agreement), by and between the **National Black Staff Network (NBSN)**, ("the Lessor"), and "**(name of company)**", ("the Lessee"), of (city and state of company).

- A. The **National Black Staff Network** (Lessor) is a national organization of African-American employees who work for the National Education Association (NEA) and its affiliates at the local and state levels. A nonprofit organization, NBSN held its first conference in 1985 to promote the unity and well-being of the African-American Employees of the NEA and its affiliates.
- B. The **National Black Staff Network** (Lessor) desires to have the services of (Lessee) "**(name of company)**" through the period February 22-24, 2019. The Lessee has the option of selecting all dates or specific dates per the rates noted below.
- C. Lessee is willing to display and/or sell his/her company's goods or services to the members of the **National Black Staff Network**.

D. Set-Up and Display/Sell Schedule:

- |                               |                                  |
|-------------------------------|----------------------------------|
| ▪ Friday, February 22, 2019   | *Set-up may begin at 10am        |
| ▪ Friday, February 22, 2019   | Display/Sell from 12:00pm-7:00pm |
| ▪ Saturday, February 23, 2019 | Set-up may begin at 7:00 am      |
| ▪ Saturday, February 23, 2019 | Display/Sell from 8:00am-6:00pm  |
| ▪ Sunday, February 24, 2019   | Set-up may begin at 7:00 am      |
| ▪ Sunday, February 24, 2019   | Display/Sell from 8:00am-12:00pm |
| ▪ Sunday, February 24, 2019   | Close by 2:00pm                  |

E. Fees:

- |                 |                                      |
|-----------------|--------------------------------------|
| ▪ Friday-Sunday | \$200.00 (Total Coverage for 3 days) |
| ▪ Saturday only | \$125.00                             |

\*NBSN assumes no responsibility for securing or transporting any vendor materials.

The parties agree as follows:

1. **LEASING:** Lessee shall provide to Lessor the goods and services under conditions as described above.
2. **BEST EFFORTS OF LESSEE:** Lessee agrees to perform faithfully, industriously, and to the best of Lessee's ability, experience and talents all the duties that may be required by the express and implicit terms of this Agreement, to the reasonable satisfaction of Lessor. Such duties shall be provided at the **2019 National Black Staff Network Annual Conference**.
3. **NOTICES:** All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage paid addressed as determined.
4. **ENTIRE AGREEMENT:** This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This agreement supersedes any prior written or oral agreements between the parties.
5. **AMENDMENT:** This Agreement may be modified or amended, if the amendment is made in writing and is signed by both parties.
6. **SEVERABILITY:** If any provisions of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid or enforceable, then such provision shall be deemed to be written, construed and enforced as so limited.
7. **WAIVER OF CONTRACTUAL RIGHT:** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
8. **APPLICABLE LAW:** This Agreement shall be governed by the laws of the State of California.

Please submit this signed contract and the exhibitor's fee of \$200.00 (\$125.00 for Saturday only) by **December 14, 2018**. Please make checks payable to "**National Black Staff Network (or NBSN)**"; note "Vendor's Fee" on memo line.

Should you have any questions/concerns, please do not hesitate to contact Elisa Gusdal. We look forward to hearing from you soon and working with you.

Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

Lessor: \_\_\_\_\_ Date: \_\_\_\_\_

NBSN Vendor Coordinator

Send Contract and Check to:

Wanda Turner  
11 Paradise Valley South, Carson, CA 90745  
310.387.3806 ♦ caswanda@gmail.com