

Women's Empowerment 2023 Vendor Application & Information

Thank you for expressing interest in being a vendor at Women's Empowerment 2023. Please follow the steps below to purchase your Vendor Space at Women's Empowerment 2023.

WOMEN'S EMPOWERMENT 2023 VENDOR SPACE PURCHASING PROCESS

1. Fill out application.
2. Email or fax it back.
3. You will receive a Simple Pay link via the email address you provide on your application to make your secure credit card payment.
If you submit your vendor application but DO NOT receive the Simple Pay link please call your Account Representative immediately.

4. You have 24 hours to make the payment.
If payment is not received within 24 hours your booth space will be released and available to be sold.

5. Once your payment is confirmed, you will receive an email confirming your vendor space.

PLEASE NOTE:

ONCE VENDOR SPACES ARE SOLD OUT, THERE IS A WAITING LIST. APPLICATIONS ARE PLACED ON THE WAITING LIST ACCORDING TO THE DATE AND TIME THEY ARE RECEIVED.

Women's Empowerment Expo 2023
March 10, 2023
4:30 pm - 8:00 pm - Doors Open at 4:00 pm
The PNC Arena 1400 Edwards Mill Rd Raleigh, NC 27607

For Office Use Only Received on: _____ Received #: _____ Assigned Booth #: _____ Station: _____ AE: _____ Payment Type: _____
--

VENDOR PAVILION EXHIBIT SPACE RESERVATION APPLICATION FORM

BUSINESS OR ORGANIZATION:
NAME OF PURCHASER:
MAILING ADDRESS :
CITY: STATE: ZIP CODE:
TELEPHONE NUMBER:
EMAIL ADDRESS:

Exhibit Space needed:

WE Vendor Pavilion Exhibit Space**\$700.00**

EACH VENDOR SPACE IS 8X8 SPACE AND WILL INCLUDE THE THE FOLLOWING ITEMS ONLY:

- 1 - 8' skirted table,
- 2 – Chairs
- 4 - Exhibitor passes
- 1 – Parking Pass (parking for the North Parking Lot)
- Web Listing on WE website/page

PLEASE NOTE WE ARE NOT PROVIDING 8' backdrop or 3' sidewalls.

Vendor Pavilion Exhibit Space (if you want to select your location*) ...**\$775.00**

Please list top 3 choices of booth location 1. 2. 3.

***First come, first served basis**

****Your booth number will determine your move in time and will be included in your confirmation letter.
The confirmation letter will be sent out no later than TBD**

*****Please print the company name that you would like printed on your exhibit/table identification sign*****

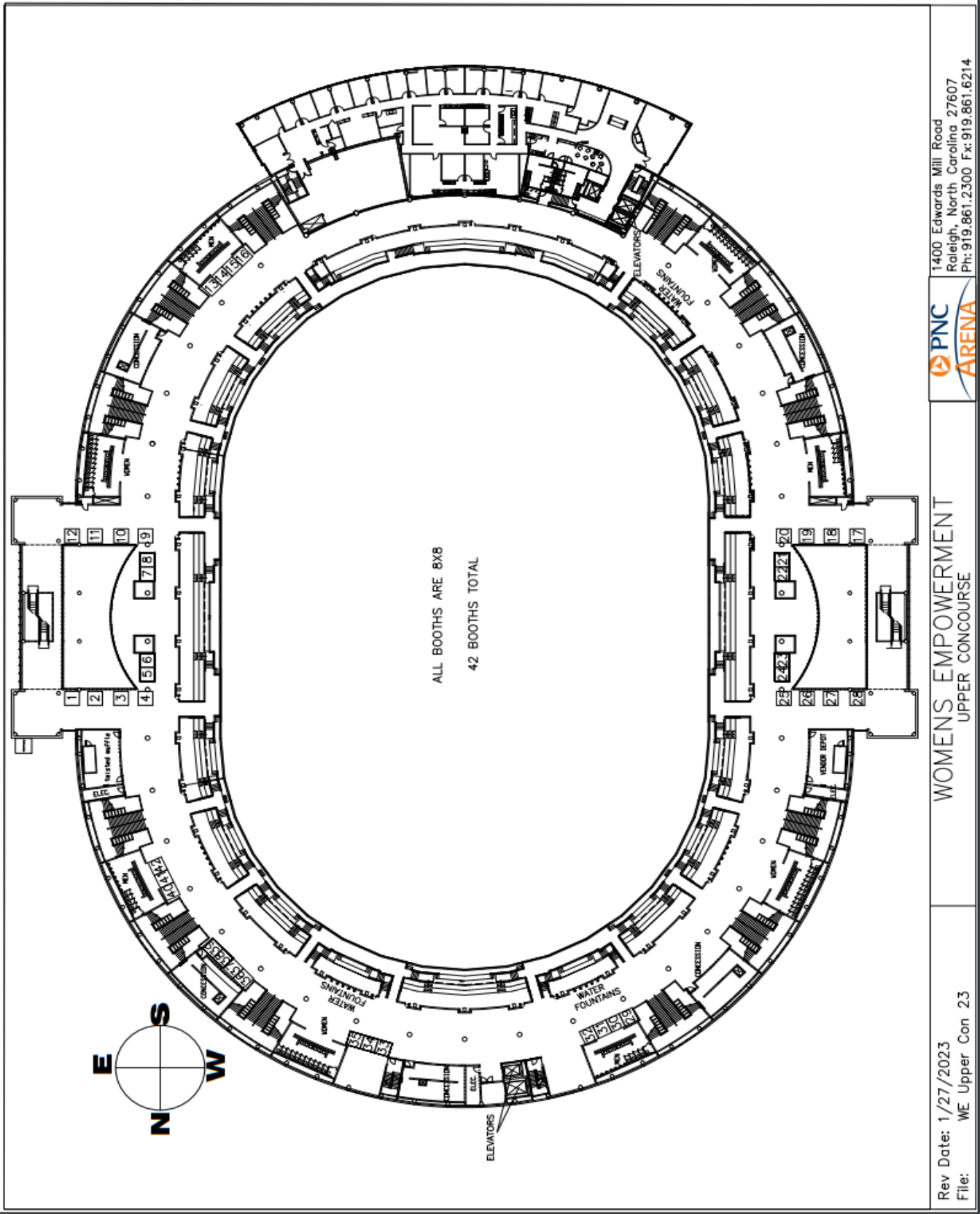
(PLEASE PRINT CLEARLY)

**DO NOT SEND PAYMENT UNTIL YOU RECEIVE CONFIRMATION THAT YOUR APPLICATION HAS BEEN PROCESSED.
YOU WILL RECEIVE A LINK FOR PAYMENT ONCE THE APPLICATION HAS BEEN ACCEPTED**

PLEASE EMAIL BACK TO:

Sarah Davis at email address: sdavis@radio-one.com

MAP LAYOUT OF PNC ARENA



ADDITIONAL AMENITIES

**** ADDITIONAL AMENITIES DISCLAIMER****

Since Wireless internet is complimentary there is the possibility that the speed and quality of the wireless internet connections will decrease, at any given time, based on the amount of people accessing the connection. There is nothing that can be done on the day of the show to fix this problem and switching to a hardwire connection will NOT be an option after February 27, 2023.

Deadline for purchasing electricity, telephone or internet is February 27, 2023. Electricity, telephone lines and internet must be reserved in advance; no purchase can be made after booth assignments; no installations will be made on show day!

Please check if desired:

Please Check	ADDITIONAL AMENITIES	Cost <small>(Per Unit / Per User / Per Connection)</small>	Quantity	Total
<input type="checkbox"/>	Electricity	\$50.00		
<input type="checkbox"/>	Hardwire Internet	\$300.00		
<input type="checkbox"/>	Wireless Internet <i>*Please read the additional amenities disclaimer above*</i>	Complimentary		
<input type="checkbox"/>	Phone (Local and toll free dialing ONLY)	\$100.00		
Total for additional amenities				
Cost of booth space(s)				
TOTAL AMOUNT ENCLOSED				

*Describe Products/Items to be sold: (must be filled out)

(Exhibitor agrees that there will not be changes in product/service as described above without written permission from Radio One)

NC SALES & USAGE NUMBER:

***If you are SELLING products you must provide your NC Sales and Usage Number. This is NOT the same as your tax ID number. If you do not have an NC Sales and Use Number, please visit <https://www.ncdor.gov/taxes-forms/sales-and-use-tax/sales-and-use-tax-forms-and-certificates/registration-applications> to obtain your number. It is FREE and usually immediate.**

PLEASE EMAIL BACK TO: Sarah Davis at email address: sdavis@radio-one.com



VENDOR AGREEMENT LETTER

Vendor Name:
Primary Contact:
Address:
Primary Contact Phone No.:
On-Site Contact:
On-Site Contact Phone No.:

RE: Women's Empowerment 2023

Dear [VENDOR LEGAL/ENTITY NAME]:

This letter will serve to memorialize the understanding between Urban One, Inc. d/b/a Radio One Raleigh ("Company") and [VENDOR LEGAL/ENTITY NAME]: ("Vendor") regarding Women's Empowerment 2023 ("Event") to be held at PNC Arena, located at 1400 Edwards Mill Road, Raleigh, NC 27607 ("Venue") as follows:

1. Character of Event: Event will be held on Friday, March 10, 2023 from 4:00 PM to 8:00 PM at Venue. Vendor will be solely responsible for obtaining and maintaining all necessary permits and licenses for Vendor to sell Vendor's goods and/or services, including but not limited to any and all food and beverage items. Company reserves the right to determine the eligibility of any company, product, or service, and the right to prohibit any exhibition or product, which in the sole opinion of Company detracts from the character of the Event or for any violation of this Vendor Agreement Letter (hereinafter "Agreement").
2. General Rules and Provisions: Vendor agrees to pay Company a fee for usage of space at the Event provided by Company in the amount listed in Exhibit A. Location and size of space shall be at the sole discretion of company, as provided for in Exhibit A. Subleasing and sharing of space are expressly prohibited. All signs, displays, and product information must be related to the Vendor's company. No Vendor may use any Event or Company logo, service mark, or trademark without the written consent of Company. All materials distributed must be done so from within the assigned space. Vendor will use the space to provide the products or services listed in Exhibit A.

Final payment for exhibit space is due no later than TWENTY-FOUR (24) HOURS AFTER ONLINE PAYMENT LINK HAS BEEN PROVIDED VIA E-MAIL. Failure to make final payment shall constitute an immediate cancellation of this agreement by Vendor, and Vendor shall forfeit all monies previously paid. Company reserves the right to resell the space without notice or refund or deposit after that date. No requests for cancellation will be accepted, nor will any refunds be provided. Further, Company reserves the right to utilize such unoccupied space in any manner it deems appropriate.

Vendors must conform to regulations of Venue (attached as Exhibit B) as well as the local fire code and all other relevant state and local ordinances. Vendors may not make any attachment or installation of materials of any kind to walls, ceilings, floors, or other common areas of its facility, inside or

outdoors. Vendors may not mark, damage, or deface any part of the building or other common areas belonging to Venue. Vendors shall bear full responsibility for any such damages, which shall be paid by the Vendor directly to Venue.

Company and its designees have established health and safety protocols (“Health and Safety Protocols”) that will govern the Event. Vendor will observe all rules of conduct established by Company in connection with Vendor’s occupation and use of space under this Agreement, specifically including but not limited to health and safety policies developed to address the ongoing challenges and dangers caused by the COVID-19 Virus. Notwithstanding anything to the contrary set forth elsewhere in this Agreement, if Company determines the Event constitutes a public health risk (due to the risk of infection by the COVID-19 Virus or otherwise), then Company shall have the right, but not the obligation, to suspend Event until such time as the parties agree Event can be safely resumed. If parties cannot agree upon a date to reschedule Event, then Company shall have the right to terminate the Agreement. Company may elect to treat such suspension and/or termination as a Force Majeure Event if such suspension or termination is not a result of Vendor’s breach of this Agreement.

3. Permits: Vendor represents, warrants, and covenants to Company that (i) it has all licenses and permits necessary to sell its goods and/or services, and (ii) it shall bear any and all responsibility for the provision of services and/or sale of items hereunder and of all resulting claims from such provision or sale.
4. Insurance and Indemnification: Vendor agrees to indemnify and hold harmless Urban One, Inc., its subsidiaries and affiliates, and their respective officers, directors, employees and agents (“Urban One Indemnitees”) from and against all demands, claims, actions, losses, damages, liabilities, costs and expenses, including reasonable attorney’s fees, that may be asserted against the Urban One Indemnitees regarding any injury to person, damage to property or any claim that may arise resulting directly or indirectly from any of Vendor’s, Vendor’s contractors, Vendor’s staff’s or Vendor’s employee’s activities during the Event. Vendor agrees to maintain general liability insurance covering its activities during the Event, with a limit of at least One Million Dollars (\$1,000,000.00) and shall provide Company with a Certificate of Insurance when they submit their application and/or payment to Company, indicating such coverages are in place and apply with respect to the Event, and displaying Urban One, Inc., its subsidiaries and affiliates, and their respective officers, directors employees and agents as an “Additional Insured” for purposes of such policies and coverages. Should Vendor not provide such Certificate of Insurance to Company by the designated deadline, Company reserves the right to terminate this Agreement without penalty and without further obligation to Vendor. Vendor must operate and maintain its booth so that no injury will result to any individual or property. Vendor must make its own arrangements for insurance against theft, loss, or damage during the Event. Company will provide reasonable, customary, general security but does not guarantee nor accept liability for damage or loss to Vendor’s property.
5. Space: Displays and exhibits in space must have a professional appearance and be arranged in a manner subject to the approval of Company and must be finished so as to present no nuisance to any adjoining vendor. Installation, show, and dismantling hours and dates shall be established by Company. Packing of space prior to the close of the Event is prohibited. Vendor shall be liable for all storage, handling, or other costs incurred for failure to remove materials from space by the specified dates and times. Should the Event not be held for any reason, Company has no further liability to the Vendor. In the event of inclement weather or other emergency, occurring before or during the Event, Company in its sole discretion, may cancel or terminate the Event. If this occurs, Company may treat such termination as a Force Majeure Event.

Company will provide space as detailed in Exhibit A. All Vendors are responsible for their own trash and are expected to maintain a neat appearance within the designated area at all times. Company will provide electricity to Vendor for an additional fee if the request was made in advance, subject to availability. Company may make reasonable changes, amendments, or additions to these terms that shall be binding to the Vendor.

6. Food Service Providers: No food or beverages of any type may be sold or served by any Vendor without written approval by Company. Any Vendor who serves meals, beverages, snacks, or festival fare as well as any Vendor who gives away “free samples” or in any other way provides food or beverages to Event attendees is considered a food service provider under this Agreement, regardless of express Company acknowledgment of such fact, and is subject to the stipulations of this section. If Vendor is a food service provider, Vendor represents and warrants that through the term of Event, it shall maintain and pay all premium costs for the following insurance coverage types and minimums and shall provide Company with a Certificate of Insurance by no later than three (3) weeks prior to Event, indicating such coverages are in place and apply with respect to Event, and displaying Urban One, Inc., its subsidiaries and affiliates, and their respective officers, directors, employees, agents, and representatives as an “Additional Insured” for purposes of such policies and coverages:

General Liability Insurance: \$1,000,000 each occurrence, \$2,000,000 aggregate

Liquor Liability Insurance: \$1,000,000 each occurrence (if applicable)

Workers’ Compensation: \$100,000 / \$500,000 / \$100,000

Excess Umbrella: \$1,000,000

If Vendor is a food service provider, Vendor hereby represents and warrants that it has all licenses, permits, and documents and has satisfied all other requirements necessary to sell or serve any and all of its food or beverages, and shall bear any and all responsibility for the provision of services and/or sale of food or beverages hereunder and of all resulting claims of such provision or sale.

Should Vendor not provide such Certificate of Insurance to Company by the above designated deadline, Company reserves the right to terminate this Agreement without penalty and without further obligation to Vendor. Vendor agrees that it shall not offer or sell alcohol within the space provided at Event or at any time during Event.

7. Intellectual Property: Vendor hereby grants Company a non-exclusive, non-transferable, limited license to use Vendor’s brands, marks, and logos for any purposes in association with Event.
8. Force Majeure: Company may terminate this Agreement without liability as a result of an act of God, pandemic (including the current COVID-19 pandemic), governmental restriction, riots, strikes, national or international emergencies, in which case Company shall refund a pro-rata portion of the fee amount paid, less non-refundable costs.
9. Entire Agreement: This Agreement (including all Terms and Conditions and Exhibits either attached hereto or referenced herein, all of which are deemed incorporated herein and made a part hereof) constitutes the entire agreement and understanding between Company and Vendor with respect to the subject matter hereof, and supersedes any and all previous written or oral agreements, representations, warranties, statements, correspondence, and understandings between the parties. Any modifications to this Agreement must be made in writing and must signed by both parties. This Agreement shall be

governed by the laws of [State/Commonwealth Radio One Entity Resides In] without regard to the conflict of law principles hereof.

By signing below, each party agrees to be bound by all of the terms and conditions of this Agreement.

[VENDOR]

By: SIGNATURE HERE

Name: _____

Title: _____

Date: _____

EXHIBIT A

Vendor will pay to Company a fee in the amount of [One Thousand Two Hundred Dollars (\$700.00) / One Thousand Two Hundred Seventy-Five Dollars (\$775.00)] for space at Event to provide the service and/or products listed here in Exhibit A.

Service/products: [VENDOR SERVICE/PRODUCTS]

In full and complete consideration of fee, Company agrees to provide space for Vendor as detailed above within the Vendor Application Form.

Space will be available for move-in and setup from 10:00 AM to 2:00 PM on March 10, 2023.

All Vendors are required provide the products or services referenced here within the space for the entirety of Event. All Vendors agree to be ready to provide such products or services referenced herein by 3:00 PM on March 10, 2023.

[Exhibit B follows]

EXHIBIT B



Exhibitor / Vendor Concourse Guidelines

The rules and regulations listed below shall be strictly adhered to:

1. All participants are required to have an official pass or valid event ticket to enter the facility.
2. PNC Arena is a smoke and tobacco free facility, including electronic cigarettes.
2. Exits may not be blocked or covered.
 - a) All exits and exit aisles shall be kept clean and unobstructed. Designated "No Freight" aisles must be maintained clear of crates and exhibit materials during load-in and load-out.
 - b) Fire fighting and emergency equipment should not be blocked or obstructed under any circumstances.
3. It is the exhibitor's responsibility to ensure proper and safe construction and materials. All exhibitor displays, etc. are subject to inspection by the Fire Prevention Department.
4. All materials used in exhibit construction, decoration, or as temporary cover **MUST** be certified as flame retardant/fire resistant or a sample must be available for testing. Such material includes, but not limited to draping, table coverings, banners, props, scenery, green trees, Christmas trees, shrubs, etc.
5. All fire standpipe connections, fire extinguishers, visual fire alarm devices and emergency exits shall be visible and accessible at all times.
6. No storage of any kind is allowed behind booths or within 36" of electrical services and panels.
 - a) Materials for handouts/sampling must be limited to a one-day supply and stored neatly within the booth.
 - b) All empty crates, boxes and cartons must be labeled and removed for storage in approved areas assigned by Arena Management and the Fire Prevention Department. Any unassigned and/or improperly stored materials may be removed as trash.
7. Any electrical requirements, including power source and extension cords must be requested from PNC Arena.
8. All temporary wiring must be accessible and shall not be covered. Hard back booths must have power supplies connected by a PNC Arena electrician.
9. Cube tap adapters are not allowed. Multi-plug connectors must be approved with built-in overload circuit protection.

10. Electrical work under carpets must be completed by and/or supervised by a PNC Arena electrician.

Any potential hazard deemed by Management will not be allowed in the venue.

Exhibitors, service contractors and all event promoters must comply with all Federal, State, and Local fire codes which apply to places of public assembly.

Restricted Displays

- Displays including candles, lanterns, torches, and other open air flame devices will NOT be allowed at any time.
- Food & Beverage for immediate consumption may not be sold or given away without prior approval.
 - If approved, food samples must not exceed two (2) ounces beverage samples: must not exceed two (2) ounces
- The following items are not allowed to be sold in PNC Arena:
 - Alcoholic beverages, tobacco products, illegal substances, fireworks, laser pointers, pepper spray, stun guns, smoking supplies, or weapons of any kind including swords, knives, firearms, air rifles.
- Management reserves the right to refuse any item deemed inappropriate/unsafe.