

Women's EMPOWERMENT



Thank you for expressing your interest in being a vendor at Women's Empowerment 2024. Happening on April 13th at the PNC Arena.

Here are the steps to apply to be a participating vendor.

1. Print the application, sign and fill it out with vendor information.
2. Email signed and filled out application back to your account representative. If you are filling out online, please email sponsor vendor form back to **WE2024@urban1.com**.
3. You will receive an email with a link for payment to the email you applied with once we receive the application. Follow the link instructions to make your secure payment.
If you submit your vendor application but do not receive an email to make payment, please call your Account Representative or email WE2024@urban1.com immediately.
4. Payment must be received within 24 hours to hold one of the selected booths.
If your 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.
6. Last thing, as soon as everything has been confirmed, you will receive your welcome packet, containing individual booths load in time, your passes and all the information you will need. **Welcome packets will be sent week of March 25th.**

Initial here: _____

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.





VENDOR AGREEMENT

Vendor and Company, as defined below, agree to the following terms and conditions (“Vendor Agreement”) for the Vendor Services, also as described below:

Vendor:	NAME: STREET ADDRESS: CITY, STATE ZIP:
Vendor Services: This is a description of what Vendor will be doing at the Event and should include any items, food, or other materials that will be distributed.	Vendor will [DO WHAT] [DISTRIBUTE WHAT]
Company:	Urban One Inc d/b/a Radio One Raleigh owner and operator of WQOK-FM, WFXC-FM/WFXK-FM/WNNLFM 8001 Creedmoor Rd Raleigh, NC. 27613
Event:	Women’s Empowerment 2024 PNC Arena 1400 Edwards Mill Rd., Raleigh NC. 26707 April 13 th , 2024 Open to the public from 1:30pm-10pm
Venue:	PNC Arena 1400 Edwards Mill Rd. Raleigh, North Carolina
Company Provided Space:	Company shall provide a 8x8 booth. Includes one 8’ skirted table and two chairs.
Vendor Fee: Circle one	\$1000 (Select) or \$900 (Non-Selected)

1. Vendor Services: Vendor agrees to render the Vendor Services for the full duration of the Event in only the Company Provided Space pursuant to any requirements of Venue and Company. Vendor shall comply with any applicable federal, state, and local laws, regulations, codes, and ordinances when performing the Vendor Services. All signs, displays, and product information must be related to the Vendor’s company. Vendor may not use any Event or Company logo, service mark, or trademark without the written consent of Company. Vendor is responsible for its own electricity and trash removal and is expected to maintain a neat appearance within the Company Provided Space at all times. Vendor shall not sublease or sharing of the Company Provided Space.
2. Vendor Fee: For use of the Company Provided Space, Vendor agrees to pay the Vendor Fee to the Company no later than seven (7) business days before the Event. Failure to make final payment or failure to show up to the Event shall constitute a cancellation of this Agreement by Vendor. Vendor shall forfeit any monies that may have been previously paid. Requests for cancellation or refund must be made in writing at least ten (10) business days before the Event. Company reserves the right to make use of the Company Provided Space in any manner upon any type of cancellation from Vendor. 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.

3. Food Service Providers: Any Vendor who serves any food, beverages, snacks, “free samples”, or other type of festival fare (collectively, the “Food”) during Event must obtain the express written consent of the Company. Under no circumstances shall Vendor serve alcoholic beverages to anyone at the Event.
4. Indemnification: Vendor agrees to indemnify and hold harmless Company, its parent company, 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 attorneys’ 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 act or omission of Vendor or any contractors, staff, agents, employees of the Vendor (collectively, the “Vendor Agents”) that may arise from their breach of this Vendor Agreement or in connection with the rendering of Vendor Services.
5. Representations: Vendor represents and warrants that Vendor (i) has all necessary permits and licenses to perform the Vendor Services, (ii) does not need permission from any third-party to perform Vendor Services, (iii) maintains general liability insurance covering its activities during the Event, with a limit of at least One Million Dollars (\$1,000,000.00), and (iv) will operate and maintain the Company Provided Space in a manner that will not result in any injuries or damages to the Company Provided Space or any person. Vendor must make its own arrangements for insurance against theft, loss, or damage during the Event. Company will provide reasonable, customary, and general security but does not guarantee nor accept liability for damage or loss to Vendor’s property or injuries to any persons. Vendor shall be liable for all storage, handling, or other costs incurred for failure to remove materials from the Venue by the end of the Event.
6. Force Majeure: Company may terminate this Event without liability as a result of an act of God, pandemic, governmental restriction, riots, strikes, national or international emergencies, or severe weather in which case Company shall refund a pro-rata portion of the fee amount paid, less Company’s non-refundable costs.
7. Choice of Law: This Agreement 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. This Agreement is governed by the laws and courts of the state where Company is located.

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

VENDOR

Urban One Inc d/b/a Radio One Raleigh

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

ADDITIONAL AMENITIES

Once selected, please inform the promotions department if clients has purchased any of the following:

Please check if desired:

<u>Please Check</u>	<u>Additional Amenities</u>	<u>Cost</u>	<u>Quantity</u>	<u>Total</u>
	Electricity	\$50.00		
	Hardwire Internet	\$300.00		
	Wireless Internet	**Free WIFI		
	Phone (Local and toll-free dialing only)	\$100.00		
Cost of Booth Space(s)				
Total for additional amenities				
TOTAL AMOUNT				

*****Additional Amenities Disclaimer*****

By submitting this application, you agree to the 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 done on the day of the show to fix this problem and switching to a hard wire connection will **not be an option on APRIL 13th,2024!

No exceptions can be made.

Deadline for purchasing electricity, telephone or internet is **April 5th**. Electricity, telephone lines and internet must be reserved in advance; no purchase can be made after booth assignments; **no installations can be made on day of show APRIL 13th, 2024.**

Vendor initial: _____



Women's EMPOWERMENT

Vendor Pavilion Exhibit Space Reservation Application Form

Doors open at 1:30pm-10pm to public.
APRIL 13TH PNC ARENA 1400 Edwards Mill Rd. Raleigh, NC 26707

Business or Organization:

Name of Purchaser:

Mailing Address:

City: _____ **State:** _____

Zip: _____

Telephone Number:

Email Address:

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

Exhibit Space needed: *Each Vendor Space is 8x8**

Non-Selected Vendor Pavilion Exhibit space \$900.00

- 1 – 8’ skirted table.
- 2 – Chairs
- 4- Exhibitor passes
- 1- Parking pass (designated area)
- Web listing on WE website/page

Selected Vendor Pavilion Exhibit space.....\$1000.00

- Including all items listed in non-selected.
- 1-Specific Booth Location

Please select your top 3 booth locations here 1. _____ 2. _____ 3. _____

Load in times will be based on selected vendor space and will be sent in your welcome email packet.

Once a payment has been received and processed, the Booth locations will be assigned to purchaser. All Booth purchases are assigned based on a first come first serve basis. Your booth assigned # will be sent in your welcome package along with your move in time.

Describe Products/Items to be sold:

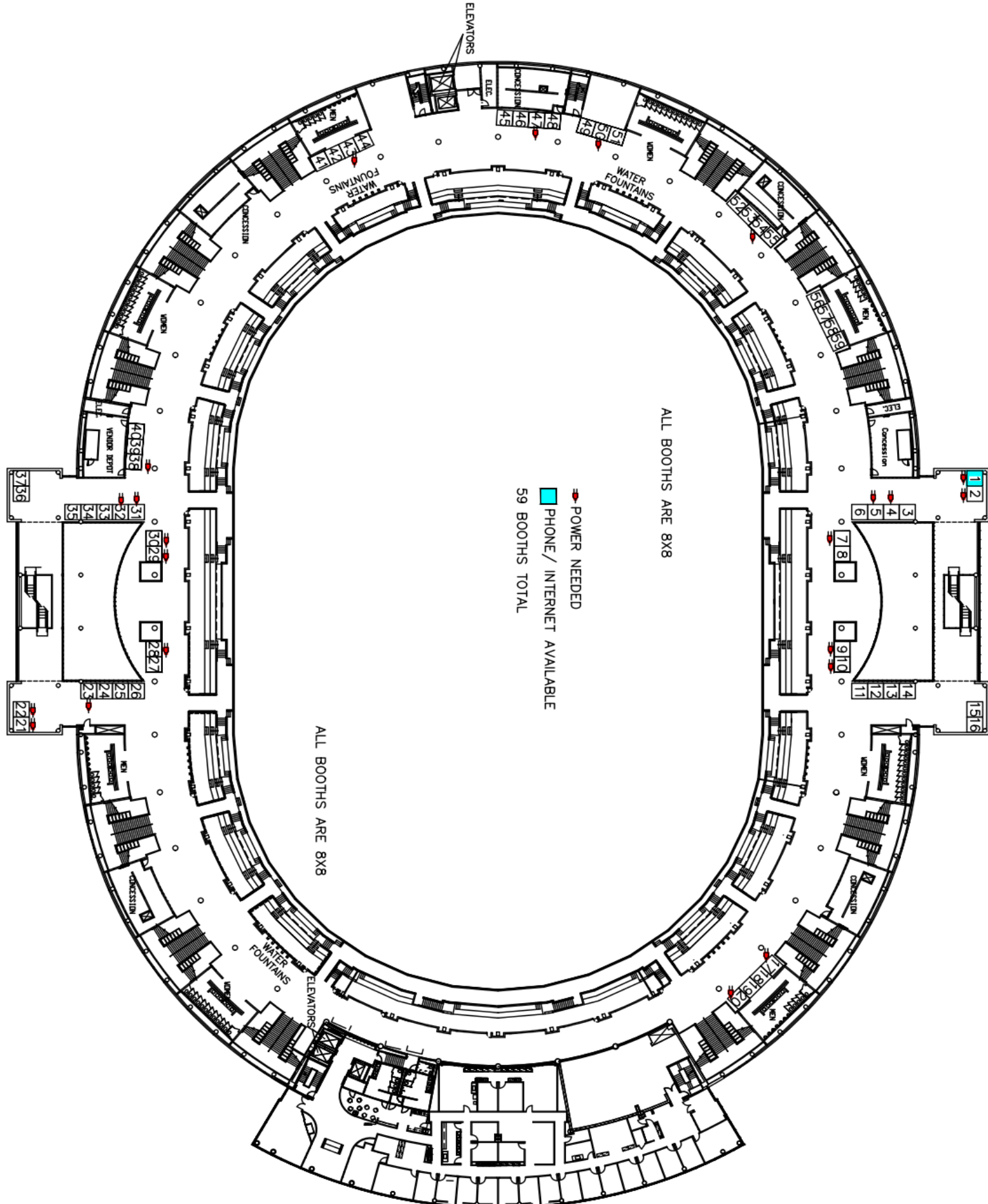
(Exhibitor agrees that there will not be changes in product/service as described above without written permission from Urban One Inc. d/b/a Radio One Inc.)
MUST BE FILLED OUT

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.

Date: _____ **Vendor name print:** _____ **Vendor Signature:** _____

300 Level – Vendors



→ POWER NEEDED
 ■ PHONE / INTERNET AVAILABLE
 59 BOOTHS TOTAL

ALL BOOTHS ARE 8X8

ALL BOOTHS ARE 8X8

Date: 01/18/2024
04.13.24 WE Upper Con

WOMENS EMPOWERMENT
UPPER CONCOURSE

1400 Edwards Mill Road
Raleigh, North Carolina 27607