March 02, 2023

Dear Prospective Vendor:

The Southern Region of the Progressive National Baptist Convention, Inc (PNBC) will convene this year in Charlotte, North Carolina June 19-22, 2023, and we are inviting you to partner with us as a vendor during the week. PNBC appreciates the support of all our vendor partners, old and new, and we welcome the opportunity for your business to market your signature brand to the approximate 500 + participants expected at this year’s session.

The Annual session will be held at the UNC Charlotte Marriott, 9041 Robert D Snyder Rd, Charlotte, NC. You are cordially invited to participate in this event as a vendor or exhibitor.

The rate per booth is $250. The booth will consist of a table and two chairs. Any additional decorating equipment and electrical needs may be purchased from the hotel and are at the expense of the exhibitor. All spaces are assigned on a “first-come, first-served” basis. Please return your application along with full payment to PNBC Headquarters by Friday June 2, 2023. Payment can only be received in the form of a certified check, money order or credit card. Any application received with a personal check for payment will be returned.

Should you have any questions or need additional clarification after reviewing the attached documents, please contact Vickey Jackson at 901-438-0050.

You may ship products/materials to the hotel prior to your arrival, if needed. Please arrange shipment with the UNC Charlotte Marriott. Should you have questions regarding the exhibit space or sponsor opportunities, please don't hesitate to contact us by e-mail pastorjlwilliams@icloud.com.

Our sessions and lodging will be at the UNC Charlotte Marriott Hotel & Conference Center located at 9041 Robert D. Snyder Road Charlotte, NC 28262. Reservations for lodging accommodations can be made by calling 1-800-228-9290 and ask for the Group Rate : 2023 PNBC Southern Region Meeting or by clicking the link <https://www.marriott.com/events/start.mi?id=1681156491742&key=GRP>. All reservations need to be made by May 29, 2023.The rate is $157 per night. There will is a $50 per day incidentals fee that will be returned at checkout.

Make all payments payable to: PNBC Southern Region. Mail to the Attention: PNBC Southern Region,

601 50th Street, NE, Washington, DC 20019. If you would like to pay over the phone please call Pat Diggs at 202-396-0558. Please email this form to membership@pnbc.org or fax to 202-398-4998 Attn: Pat Diggs. Thank you for your participation.

**TENTATIVE HOURS FOR VENDING:**

**Setup: Sunday June 18, 2023 after 5 PM & Monday June 19: 8:00 AM – 12 Noon**

**Monday June 19: 1:00 PM – 9:00 PM**

**Tuesday, June 20 – Thursday June 22: 8:00 AM – 9:00 PM**

**Friday, June 23rd Vending & Breakdown: 8:00 AM – 1:00 PM**

# BOOTH RATE

**The Vendor** will pay $250 per booth. The deadline to reserve your space is Friday, June 2, 2023. Reservation must be paid in full by the deadline date. We regret we cannot accept personal checks. Payment must be made by Money Order, Cashier’s Check or Credit Card.

# PNBC Southern Region RULES

**Vendor/s** must carry their own liability and property damage and loss insurance. The **Convention** is not liable for any personal injury, theft, or property damage suffered by the **Vendor** or its patrons.

No **Vendor/s** may sell any material with the name of Progressive National Baptist Convention, Inc., PNBC,

Southern Region, or use PNBC's Logo unless approved prior by the PNBC Southern Region. Photos of **Convention** attendees may not be taken during the Annual Session and used for sale without the written permission of PNBC Southern Region. The **Vendor** understands that the sale of food or drink is prohibited by all **Vendors.**

The Booth rate paid will entitle each **Vendor** to the space of one table per rate paid. **Vendor** agrees to restrict the exhibit of its booth so as not to extend beyond the space allotted pursuant to the rate paid. **Vendor** further agrees not to obstruct the view of the **vendor's** booth/s adjacent to it and to refrain from permitting **Vendor's** exhibit to extend onto adjoining booth/s.

Any **Vendor** using sound equipment such as film or tape recorders, shall keep the volume at a minimum in order not to distract other **Vendors. The Vendor** will be responsible to provide any electricity, water, extra lighting, etc. required. Vendor understands that if **Convention** provides any such amenities, it will be additional cost.

The **Convention** reserves the right to cancel any agreement should a **Vendor** violate any term(s) of this agreement or engage in any illegal activity. In the event the agreement is canceled pursuant to this provision, the **Vendor** shall vacate its booth(s) on the day of cancellation by the close of business day.

# PARTIES BOUND

This agreement shall be binding on and inure to the benefit of **Vendor** and the **Convention**, and their respective heirs, executors, administrators, legal representatives, successors, and assigns.

# SEVERABILITY

In the event that any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, the other provisions of the agreement shall not be affected, and the agreement shall be construed as if the invalid, illegal, or unenforceable provisions had never been contained in it.

# CAPACITY

By signing this agreement, **Vendor** and **Convention** indicate that they know of no reason that full performance of its terms could not be accomplished. Further, Vendor and Convention indicate that they understand the terms of the agreement, that the terms above include all of the terms of the parties' agreement, that no other terms other than those expressly provided are contained in the parties' agreement, and that each voluntarily enters into the agreement.

**PNBC SOUTHERN REGION EXHIBITOR AGREEMENT**

**Name:**

**Address:**

**City:**

**State:**

**Zip:**

**Phone (**

**)**

**Fax:**

**(**

**)**

 **\_**

**E**

**-**

**Mail:**

**Type of Merchandise:**

**Number**

**of**

**Booths:**

**Amount**

**Enclosed:**

**$**

**METHOD**

**OF**

**PAYMENT:**

**Certified**

**Check**

**Money Order**

**Credit**

**Card**

**AMEX**

**VISA**

**MasterCard**

**Discover**

**Credit**

**Card**

**#**

**Exp.**

**Date**

**Please**

**Print**

**Name**

**as**

**it**

**appears**

**on**

**Credit**

**Card:**

**Signature:**

PLEASE PRINT OR TYPE ALL INFORMATION

**Please forward original signed contract along with your payment [credit card, certified checks, or money orders payable to Progressive National Baptist Convention, Inc. Southern Region] to:**

 **Progressive National Baptist Convention, Inc.** **PNBC Southern Region Exhibit Coordinator**

**601 50th Street, NE Washington, DC 20019**

I certify that enclosed with this application is my full payment and my merchandise is insured. I also understand that PNBC, Inc. takes no responsibility for promoting the exhibitors or guaranteeing sales. My signature below indicates acceptance and compliance with all rules and regulations provided in this contract. Please retain a copy of this contract for your files.

**X**

**(No exhibit application will be considered without a signature)**