

Alcorn State University National Alumni Association
Metro Atlanta Alumni Chapter, Inc.
P.O. Box 54143
Atlanta, GA 30308
45th Annual Mid-Winter Conference
March 3 - 6, 2022
“Embracing Our History and Ensuring Our Future”

Dear Vendor,

The 45th Annual Mid-Winter Conference for the Alcorn State University National Alumni Association will be held March 3-6, 2022 at The Westin Peachtree Plaza Hotel, 210 Peachtree St., NW, Atlanta, GA 30303. Our Conference will be a great opportunity to showcase your products, services, and/or programs. Vendor booths are available on a first-paid, first-assigned basis until all available spaces are assigned or by the deadline. The vendor application is included with this letter.

VENDOR FEES (APPLICATION AND PAYMENT DEADLINE IS JANUARY 15, 2022)

\$350 Gold Vendor
\$250 Purple Vendor
\$ 75 Information Only Display – Non-selling

VENDOR REGISTRATION/SETUP

Thursday, March 3, 2022	12:00 pm - 7:00 pm
Friday, March 4, 2022	8:00 am - noon

VENDOR HOURS

Friday, March 4, 2022	9:00 am - 9:00 pm
Saturday, March 5, 2022	9:00 am - 9:00 pm
Sunday, March 6, 2022	8:00 am -11:00 am (Vendor space must be cleared out by noon)

An email confirmation will be sent to you after your application is approved. It will also include shipping/freight and additional setup information. Incomplete applications will not be processed.

You may also register for the Mid-Winter Conference 2022 and/or advertise in the commemorative booklet at <http://bit.ly/MWCATL2022>. If you have any questions, please contact Phyllis Schaffer-Johnson at mwcvendor2022@gmail.com or (770) 596-6807.

Thank you and we hope to see you in March 2022!

Sincerely,

MWC 2022 Vendor Committee



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VENDOR INFORMATION AND AGREEMENT

APPLICATION DEADLINE

January 15, 2022 DEADLINE for Receipt of Vendor Application and Payment of Fee

LATE vendor applications received after January 15, 2022 are subject to availability and an increase in the vendor booth fee to \$400 for Gold Vendor and \$300 for Purple Vendor.

USE OF BOOTH SPACE

Booth assignments will be made only upon receipt of a signed contract and fully paid booth fee. Vendors are restricted to their assigned spaces, and all items, equipment, boxes, or displays must be contained within each assigned space. Once spaces have been assigned, vendors are not allowed to change assignments without approval from the Vendor Coordinator. Vendors are not allowed to remove signs, tables, and/or chairs from another booth’s assigned space or to share space with another vendor.

Vendors are required to setup within the assigned space and not to interfere with other vendors. The following practices are prohibited: 1) Using electrical or mechanical apparatus, music, and/or audio-visual equipment that interferes with other vendors and/or conference attendees; 2) Canvassing or distributing any material outside the vendor’s assigned space; 3) Subleasing of vendor space; and 4) Using advertisement and/or display of signs outside of the vendor’s assigned space without prior approval from the Vendor Coordinator.

CANCELLATIONS AND REFUNDS

No refunds will be given after February 5, 2022. If canceled at the discretion of Metro Atlanta Chapter, Inc., the vendor will receive a full refund unless the conditions in the Right of Refusal and/or Cancellation section of this agreement apply. There will be no refunds for “No Shows.”

RIGHT OF REFUSAL AND/OR CANCELLATION

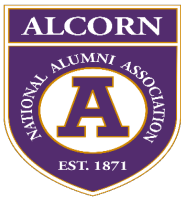
The Alcorn State University Alumni - Metro Atlanta Chapter, Inc. reserves the right to cancel this agreement and retain your application fee whenever it discovers that a vendor’s product(s) is not as described in this agreement or is incompatible, in the opinion of Metro Atlanta Chapter, Inc., with the purposes of the Alcorn State University National Alumni Mid-Winter Conference.

POLICY ON PRODUCTS

A posted sign is required stating your policy for refunds, returns, and exchanges.

DOOR PRIZE DONATION

Vendors will be required to donate an item(s) to be given as a door prize during the conference. Your item(s) will be collected during vendor setup.



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VENDOR APPLICATION

Vendor Registration Information	Business Name				Contact Person Name		
	Mailing Address						
	Website				Email Address		
	Contact Phone Number						
	Booth Representative 1 (Name & Contact Phone Number)						
	Booth Representative 2 (Name & Contact Phone Number)						
Vendor Booth Information	Equipment Provided With Package	VENDOR PACKAGES	QTY	COST By 1/15/2022	COST After 1/15/2022	TOTAL	Booth Assignment: First Paid, First Assigned <i>(For Committee Use Only)</i>
	<ul style="list-style-type: none"> Tables (vary with package) 2 chairs Wi-Fi password 1 Wastebasket 1 Electrical Strip 	Gold Vendor (3 tables)		\$350.00	\$400.00		
		Purple Vendor (2 tables)		\$250.00	\$300.00		
		Information Only Display – Non-selling (1 table)		\$ 75.00	N/A		
				TOTAL			
Product	Description of products, information, or services to be displayed or sold:						
	Special Request(s):						
Setup	Check one: <input type="checkbox"/> Thursday afternoon, March 3, 2022, 12:00 – 7:00 p.m. <input type="checkbox"/> Friday morning, March 4, 2022, 8:00 a.m. – noon						

Vendor Requirement – Door Prize Donation. Donations will be collected during vendor setup.

CONTRACT AGREEMENT

It is agreed and understood between the vendor and the Alcorn State University Alumni - Metro Atlanta Chapter, Inc. that there should be no liability for loss of, or damage to, goods or property of vendor or personal injury to the vendor or the vendor's employees. This agreement releases the Alcorn State University Alumni - Metro Atlanta Chapter, Inc., and The Westin Peachtree Plaza Hotel from all such claims. Booths are issued ONLY UPON RECEIPT AND CLEARING OF PAYMENT.

Vendor Signature

Date

Total Payment Enclosed

Go to <http://bit.ly/MWCATL2022> to pay online, and download and complete this fillable application, save as a pdf, and email to mwcvendor2022@gmail.com
OR

Go to <http://bit.ly/MWCATL2022> download and complete this fillable application, save as a pdf, and mail completed application along with check, cashier's check, or money order made payable to **Metro Atlanta Alumni Chapter – MWC 2022** to:

Alcorn State University Alumni - Metro Atlanta Chapter, Inc.
 c/o MWC 2022 – Vendors
 P.O. Box 54143
 Atlanta, GA 30308

Email confirmation will be sent upon receipt and approval of application and clearing of payment. Questions and concerns should be sent to mwcvendor2022@gmail.com.

For Committee Use Only

Date Received: _____	Amount Received: _____	<input type="checkbox"/> Check/Check No.: _____	<input type="checkbox"/> Money Order
<input type="checkbox"/> Cashier's Check _____	<input type="checkbox"/> Gold Vendor	<input type="checkbox"/> Purple Vendor	<input type="checkbox"/> Display Only
Date Confirmation Sent: _____	Booth Space Assigned: _____		