



## ***VENDOR COMMITMENT FORM - CONFERENCE***

Event Date: January 30<sup>th</sup> and 31<sup>st</sup>, 2017  
Event Time: Day 1 - 8:00 AM – 4:30 PM  
Day 2 - 8:00 AM – 7:30 PM  
Venue Details: The Bellevue Conference Center  
43350 John Mosby Hwy, Chantilly, VA, 20152, US  
Point of Contact: Dominique Cheek with Completely Yours Events  
[dominiquecheek@completelyyoursevents.com](mailto:dominiquecheek@completelyyoursevents.com) - 1-866-813-9226  
ext. 701

### **Dear Vendor,**

The Planners Suite Conference Team is looking forward to your participation as an exhibitor at our upcoming event.

The event starts are 8:00am both days, so all vendors will need to set up no later than 7:30 am the evening of the event. Vendors should make plans to arrive at the venue by 6:00 am to have everything set up before the start of the conference.

There will only one vendor within a specific industry.

As a vendor you will receive the following:

- 6ft Table
- Two Chairs
- Linen
- Electricity (guaranteed upon request; must provide reason for need, first come first served)

To ensure that we facilitate your needs, please complete the enclosed form and return it to Dominique Cheek. If you have any specific questions, please feel free to contact her or Cheryl Bruce, [cherylbruce@completelyyoursevents.com](mailto:cherylbruce@completelyyoursevents.com) 1-866-813-9226 ext. 702.

We want you to be able to highlight and share your participation in the Planners Suite Conference and here are a few ways to do it:



### **Facebook Post:**

I am a vendor for The Planners Suite Conference. 2017 will be bigger and better and I am really excited to be part of such an amazing experience. Meet me there at #ThePlannersSuite on January 30<sup>th</sup>-31<sup>st</sup>, 2017. The conference website is full of all the registration details: [www.theplannerssuite.com](http://www.theplannerssuite.com). #TPS2017

### **Twitter Post**

I am a vendor for the #ThePlannersSuite Conference. Meet me there! Get more information, and register today at [www.theplannerssuite.com](http://www.theplannerssuite.com). #TPS2017

### **Vendor Badge**

Upon receipt of your completed form, you will receive a vendor badge that you are free to use on your various social media sites when posting about the conference/mixer.

On behalf of The Planners Suite Conference Team, thank you for participating as a vendor and we are excited to have you.

Sincerely

*Jon'll Boyd*

Jon'll Boyd  
Completely Yours Events



Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please attach your company logo along with this form**

**Brief Description of business:**

150 words or less as this will be in the program:

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**(Please list anything you may need from the event planner/venue here; if left blank, you will be responsible for supplying all equipment/items)**



## ***Exhibitor/Vendor***

**WE DO NOT GUARANTEE SALES**, though sales are always wonderful, exhibitor/vendor opportunities are ways in which business owners can build brand awareness of their products and/or services to people who they may not have had an opportunity to meet. It is our goal with all events to help you expose your business.

Exhibitors/Vendors are selected on a first come/first serve basis. Application submission along with payment confirms your space. Items displayed on your table must match what is described on this form. There are no refunds or exchanges on vendor fees. Completely Yours, Inc. and The Planners Suite, sponsors and affiliates are in no way responsible for any profit or loss in revenue

## **Hold Harmless Agreement & Payment Authorization**

Exhibitor/Vendor agrees that neither Completely Yours, Inc. and The Planners Suite Conference nor any of the sponsoring or affiliated agencies or officers and/or committee planning members shall be responsible for any injury or loss to exhibitor/vendor or exhibitor/vendor employees or agents, whether such injury or loss results from accident, fire, theft, or any cause, including acts of God. Neither Completely Yours, Inc. and The Planners Suite Conference nor any of the sponsoring or affiliated agencies of Completely Yours, Inc. and The Planners Suite Conference shall be responsible for any loss to the vendor should the site become unavailable. Exhibitor/Vendors agree to hold Completely Yours, Inc. and The Planners Suite Conference harmless from any loss or damage resulting from any act of an exhibitor/vendor. Exhibitor/Vendor agrees that neither Completely Yours, Inc. and The Planners Suite Conference nor any of its sponsoring or affiliated agencies shall be held liable for any loss of revenue incurred by vendors' participation in Completely Yours, Inc. and The Planners Suite Conference events.

NO VERBAL AGREEMENTS ACCEPTED FOR EXHIBITOR/VENDOR SPACE. I agree to the terms and conditions outlined in this agreement.

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Signature

Business/Title

Date