



**VENDOR AND ADVERTISEMENT PACKAGES**

**Location:**

***Hunter Memorial***

*4719 Silver Hill Road  
Suitland, Maryland 20746  
November 11-12, 2016*

***The Ritz Carlton Tyson's Corner***

*1700 Tysons Boulevard  
McLean, Virginia 22102  
Nov. 11, 2016*

## PACKAGE OPTIONS

We are pleased to offer three package options for vendors at the Enlightened Woman Weekend. The prices are based on a per day basis. Please indicate on the application your package option choice, as well as how many days you would like to showcase your product(s) and or services.

	<b>PLATINUM</b>	<b>GOLD</b>	<b>SILVER</b>
	<b>VENDOR PACKAGE</b>	<b>VENDOR PACKAGE</b>	<b>VENDOR PACKAGE</b>
	<b>\$150.00</b>	<b>\$125.00</b>	<b>\$100.00</b>
	<b>2 Day Special</b>	<b>2 Day Special</b>	<b>2 Day Special</b>
	<b>\$250!</b>	<b>\$200!</b>	<b>\$150!</b>
5-MINUTE, ON STAGE PRESENTATION OF SERVICES/PRODUCTS	X		
VERBAL MENTION ON PR VIDEO AND APPEARANCES/PRESS RELEASES	X		
SOCIAL MEDIA MENTION (FACEBOOK, TWITTER, & PERISCOPE/FB LIVE) w/ LOGO AND URL LINK PLACEMENT	X	X	
LISTED IN ENLIGHTENED WOMAN MAGAZINE	X	X	X
VERBAL MENTION AT GATHERINGS/ EVENTS LEADING TO ENLIGHTENED WOMAN WEEKEND	X	X	X
6 FT TABLE W/SKIRT AND 2 CHAIRS	X	X	X

**Application and Payment are due no later than October 1, 2016 or while space lasts**

For more information send an email to: [www.DREAMEventsDMV@gmail.com](mailto:www.DREAMEventsDMV@gmail.com)

**PLATINUM - \$150**

**ULTIMATE EXPOSURE PACKAGE**

\_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Both Days (\$200 Special)

5 min. onstage presentation, verbal mention on PR video, appearances & press releases, social media mentions w/logo and url link, listed in Enlightened Woman Weekend magazine, verbal mention at gatherings/events leading to Enlightened Women, 6 ft skirted table with 2 chairs.

**GOLD - \$125**

**VIP EXPOSURE PACKAGE**

\_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Both Days (\$250 Special)

Social media mention with logo and url link, listed in Enlightened Woman Weekend magazine, verbal mention at gatherings/events leading to Enlightened Woman Weekend, 6 Ft. skirted table with 2 chairs.

**SILVER - \$100**

**BASIC EXPOSURE PACKAGE**

\_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Both Days (\$150 Special)

Listed in Enlightened Woman Weekend magazine, verbal mention at gatherings/ events leading to Enlightened Woman Weekend, 6 Ft. skirted table with 2 chairs.

**NETWORK MARKETING**

**\$45.00**

\_\_\_\_\_ **Swag Bag Option** – An opportunity to market your brand, marketing materials, samples and/or promotional items in our Enlightened Woman Weekend swag bag! All promotional material for inclusion in the event swag bag should be sent to Hunter Memorial AME Church, **ATTN: Enlightened Woman Weekend, 4719 Silver Hill Road, Suitland, MD 20746**  
**Due Date: October 1, 2016**

## **VENDOR APPLICATION PACKAGE**

Payments can be made by credit card (Authorization Form Included), online via [www.enlightenedwoman.global](http://www.enlightenedwoman.global) or via check no later than October 1, 2016. If you

prefer to pay by check, please make all checks payable to: ***Hunter Memorial AME Church*** with Enlightened Woman Weekend in the memo section of your check. ***A returned check fee of \$65.00 will apply to all returned payments.***

## VENDOR GUIDELINES

Vendors will need to complete the below application and submit their payment. Submitted applications must have the following to be accepted:

1. Vendor Application completely filled out, signed, and dated
2. Vendor Guidelines initialed in appropriate areas
3. Check enclosed or Credit card authorization completed
4. Special Attendees Page completed
5. Submit payment by **October 1, 2016**

**Application and Payment Deadline:** Application and payment should be submitted no later than **October 1, 2016**. Please note, due to the high interest in this event, applications are on a first come, first served basis.

### Vendor Set-up Requirements/Guidelines

\_\_\_\_\_ **Yes**, my company will vend/exhibit at Enlightened Woman Weekend 2016

Friday, Nov. 11- Set-up will begin at **7:00 to 8:30 A.M.** Break-down/Cover will begin at **3:00 p.m.** and Saturday, Nov. 12 set-up will begin at **8:00 A.M. to 9:30 A.M.** Break-down will begin at **4:00 P.M. to 5:00 P.M.**

I understand that unless I make other arrangements, I will be provided with a 6ft table with 2 chairs, a wastebasket, and electricity (if requested). I will be responsible for my own display and the ordering and cost of any additional items such as audio visual equipment, telephones, and Internet access. I will be responsible for making hotel room reservations and travel arrangements, staffing the table/exhibit, shipment of vendor/exhibit materials to and from the hotel, packing, unpacking, drayage, and removal of exhibit materials from the hotel. \_\_\_\_\_ **(Initial)**

I understand that the vendor/exhibitor assumes full responsibility and liability for losses, damages, and claims arising out of injury to persons or damage to the vendor/exhibitor's displays, equipment, or property brought upon the premises of Hunter Memorial AME. I further agree to indemnify, defend and hold harmless Hunter Memorial AME Church, its team members, and its owners, servants, agents and employees against all claims or expenses for such losses, including reasonable attorney's fees arising out of the use of the premises excluding any liability caused by the negligence of Hunter Memorial AME Church, its owners, servants, agents, and employees. I also understand that Hunter Memorial AME Church maintains insurance covering the Exhibitor's property or loss of revenue and it is the sole responsibility of the vendor/exhibitor to obtain such insurance. **At the request of the venue, Hunter Memorial, please provide copy of insurance.** \_\_\_\_\_ **(Initial)**

For more information send an email to: [DREAMEventsDMV@gmail.com](mailto:DREAMEventsDMV@gmail.com)

## VENDOR APPLICATION

**NAME**

\_\_\_\_\_

**BUSINESS NAME:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**City, State, Zip:**

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please make check payable to: Hunter Memorial AME Church with Enlightened Woman Weekend in the memo section of your check. Mail check and application to: **4719 Silver Hill Road, Suitland MD 20746**. You can scan and email a copy of your application to **DREAMEventsDMV@gmail.com**

**Cancellation Policy:** All cancellations and/or requests must be made in writing and mailed to Hunter Memorial AME Church at above address. No telephone cancellations will be accepted. No refunds will be made after **September 1, 2016**.

### **NAME(S) OF EXHIBIT BOOTH PERSONNEL (List Primary Contact First):**

1. _____	Title: _____
Telephone: _____	Fax: _____
E-mail Address: _____	

### **NAME(S) OF ADDITIONAL EXHIBIT BOOTH PERSONNEL:**

2. _____	Title: _____
3. _____	Title: _____

## **VENDOR SUPPORT/PERSONNEL REGISTRATION FORM**

\_\_\_\_\_ **Yes!** I would like to share with the Enlightened Woman Wkd. registrants for the:

_____ Enlightened Woman Weekend	\$135.00
_____ Sisterhood Prayer Breakfast	\$60.00

I understand that my payment for this event will be billed separately from my exhibitor/ vendor payment. I authorize Hunter Memorial AME Church to use the credit card information below to process this payment.

\_\_\_\_\_ **No** I do not have additional personnel who plan to attend Enlightened Woman.

## ADVERTISING PACKAGE

### *Enlightened Woman Weekend Magazine*

#### ADVERTISEMENT OPTIONS:

Promote your product and/or services by becoming an Enlightened Woman Magazine Advertiser! The Enlightened Woman Magazine will be distributed to all event participants, corporate and small business sponsors, and future event attendees. Advertising in our magazine is an excellent way to bring your business and brand exposure to a new demographic.

Description	Dimension	Price
Inside Front Cover	6"w x 9"h	\$100
Inside Back Cover	6"w x 9"h	\$100
Full Page	6"w x 9"h	\$85
Half Page	3"w x 4.5"h	\$70
Quarter Page	1.5"w x 2.25"h	\$55

#### ADVERTISEMENT GUIDELINES

1. Ads can be submitted via email to **DREAMEvents@gmail.com**
2. Ads must be at least 300 dpi PDF or high resolution jpg
3. Email requirements: subject line "Ad Submission," Please note in the body of email the description of your advertisement (i.e. inside front cover)
4. Submission of payment by September 1, 2016

# CREDIT CARD AUTHORIZATION FORM

CREDIT CARD:    Visa    Master Card    American Express    Discover  
(CIRCLE ONE)

CC NUMBER: \_\_\_\_\_

EXPIRATION: \_\_\_\_\_ (MM /YY)    CV Code: \_\_\_\_\_

NAME AS IT APPEARS ON CARD:

\_\_\_\_\_

## BILLING ADDRESS

Street: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ MD \_\_\_\_\_ Zip \_\_\_\_\_

CONTACT PHONE #: \_\_\_\_\_ Email \_\_\_\_\_

I authorize Hunter Memorial AME Church to charge my credit card for exhibitor/vendor fees at the **Enlightened Woman Weekend**. I fully understand that payments (including deposits/partial payments) towards my participation in this event are **NON-REFUNDABLE** unless in writing as outlined in the vendor/exhibitor guidelines.

**AUTHORIZED CARDHOLDER SIGNATURE:**

\_\_\_\_\_

DATE: \_\_\_\_\_

PAYMENT PROCESSING DATE: \_\_\_\_\_

Authorized Amount: \_\_\_\_\_

*Please return this form to [DREAMEventsDMV@gamil.com](mailto:DREAMEventsDMV@gamil.com) **NOTE: Email is the preferred method to ensure receipt of documents and to protect personal information.***