

# Exhibitor / Vendor Registration Form



Texas Business Women Inc  
2024 State Conference  
June 7 & 8, 2024  
DoubleTree by Hilton, Irving, TX

## EXHIBITOR / VENDOR INFORMATION

Please agree to the Exhibitor / Vendor Agreement and complete Vendor Application. Email to [President@TBWConnect.com](mailto:President@TBWConnect.com) - then pay Vendor Fee [www.tbwconnect.com/events](http://www.tbwconnect.com/events)

- **Fee is \$75 Members / \$125 Non-Members**
- **Exhibitors / Vendors are asked to donate a door prize of at least a \$25 value (to be given away during the conference)**
- Space is limited to the first 20 exhibitors.
- Exhibitor / Vendor will need to deliver the door prize to the Vendor Chair, Amy Schmidt, by 10 am the day of Conference at the latest
- Fee for Booth space will include a table, chair, Legend Mixer Ticket & Lunch Ticket for one. Access to Saturday Conference Speakers and President's Dinner is not included.
- Exhibitor / Vendor Timelines
  - Supported Pre-Event setup - Friday, June 7th 10 am - Noon or 5 - 8 pm
  - The Exhibition Area will be open throughout the entire Conference and will be available to Hotel Guests.
  - Hotel has onsite security, but the Exhibitor / Vendor assumes full responsibility for items left overnight.
  - Exhibitors / Vendors are welcome to attend the conference; Separate registration will apply.
  - Exhibitor / Vendor Payment and Conference Registration is open on [www.tbwconnect.com/Events](http://www.tbwconnect.com/Events)

### If you have questions, please contact:

Amy Schmidt (214)673-9952 or email [Amy.Schmidt.hr@gmail.com](mailto:Amy.Schmidt.hr@gmail.com) or  
President Karen Gray, (325)213-2600 or email [President@TBWConnect.com](mailto:President@TBWConnect.com) .

**TBW Inc. will reserve the space(s) for the exhibitor when this Signed Application & Agreement and Payment are received.**

# EXHIBITOR / VENDOR AGREEMENT

## ***Exhibitor agrees to the following:***

1. Exhibition space is limited to 15 booths.
2. Exhibitor / Vendor agrees to have your booth completely set up no later than 10:00 am Saturday, June 8th, 2024. (Pre-event Set up is available Friday June 7th 10am - Noon and 5pm - 7pm and Saturday, June 8th from 8-9am.
3. Exhibitors are advised to have the booth monitored at all times, but we ask that the booth is manned during all conference breaks.
4. The Exhibition area will be open to all attendees and the public during the conference on Friday, June 7th 6:00 - 9:00 pm and Saturday, June 8th from 8:00 am to 6:30 pm
5. Exhibitor agrees that if exhibitor displays a product or service that has not been listed in this agreement, exhibitor may be asked to remove the product or service from the exhibit area upon the request of and at the sole discretion of TBW Inc. and that exhibitor will be entitled to no prorating or refund of exhibit fees.
6. Exhibitor acknowledges and agrees that exhibitor is responsible for collection and remittance to proper taxing authorities of any and all taxes which may be due on any items sold from the exhibitor's space.
7. Exhibits are allowed at the total discretion of TBW Inc.
8. **Exhibitor / Vendor will pay a Vendor Fee and provide an item** (valued at \$25 or higher ) to be given away as a door prize during the conference. Door Prize drawings will be held throughout the day and the winner will be announced live (winner does need to be present to win).
9. Exhibitor / Vendor will provide a company description and details for announcements during the conference about the vendor's products.

## **EXHIBITOR / VENDOR DETAILS (Please print legibly)**

COMPANY NAME:

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COMPANY CONTACT FOR DAY OF EVENT::

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Address:

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Daytime Phone: \_\_\_\_\_

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

**Description of item(s) to be displayed / sold:**

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**DISCLOSURE / RELEASE**

TBW Inc and/or their affiliates will not be responsible for any liability, lost, stolen, or damaged merchandise or any injury incurred during the TBW Inc Conference. By signing this, you agree to all terms and conditions of the Exhibitor/Vendor Contract Agreement and Exhibitor/Vendor Registration Form.

Signature of Vendor: \_\_\_\_\_ Date: \_\_\_\_\_