



NATIONAL UNITED CHURCH USHERS ASSOCIATION OF AMERICA, INC.

www.nationalchurchushers.org

Geneva Clark- Cole
National President
Tamara Larmond
Young Adult President



Patricia Holmes
Chairman, Board of Directors
Joshua Marvels, President
Junior & Young People's Department

INVITATION TO VENDORS

Applications are currently being accepted from vendors who wish to display and sell their merchandise at the **98th National Convention** of the National United Church Ushers Association of America, Inc. This year's convention will convene during the week of **July 24 – July 28, 2017** at the Radisson Hotel Rochester, 120 E. Main St. Rochester, NY, 14604 and meetings will be held at the Rochester Riverside Convention Center, 123 E. Main St., Rochester, NY, 14604. Vendors may set up on **Sunday, July 23, 2017, beginning at 12:00 noon** at the Rochester Riverside Convention Center in front of the Ballroom. We anticipate attendance of approximately 1100.

The price per booth space is **\$300.00**, there might be an addition fee for an electrical drop. Your space will include one 6' x 30" topped table. Table will be provided by the **Rochester Riverside Convention Center**. (This is an area measurement of 10' x 10' area.) Additional tables are available at a cost of **\$50.00** per table. **Vendors are not permitted to bring their own tables. Racks are accepted; however, they must fit within the perimeter of your table(s)/space. A limited number of exhibit spaces are available and they will be distributed on a first come basis to vendors whose final payments have been received by the deadline.** The deadline for submitting application is **June 30, 2017**. No application(s) will be accepted after the deadline date. Please note **NO APPLICATIONS WILL BE ACCEPTED FROM VENDORS SELLING WHITE GLOVES or MEN BLACK TIES.**

A signed agreement and non-refundable deposit of \$100.00 per space is due by **March 31, 2017**. Balance is due by **June 30, 2017** in the form of **cash, money orders or bank checks.**

Hours of operation will be from 6:00 AM to 10:00 PM daily. Wednesday, **July 26, 2017** is a free day for the delegates; therefore, there will be no business meetings held.

Please make checks payable to **NUCUAA, Inc.** and mail to Sonja Merida with a copy of your application. Mail the original signed application to:

Mr. Louis Parker, Vendor Chairperson
1010 Wisdom Court
Glen Burnie, Maryland 21061
240-678-2688
Email: loupark822@gmail.com

Please contact Mr. Louis Parker if you have additional questions or concerns.
Thank you and we look forward to your participation.

NUCUAA, INC. VENDOR CONTRACTUAL AGREEMENT (please print)

VENDOR INFORMATION

Company/Name:

Address:

City State Zip Code

Email Telephone

Check business type: Sole Proprietor Corporation Non-Profit

Merchandise/information to be sold/displayed (check all that apply):

Clothing	Jewelry	Hats	Fragrances	Handbags	Souvenirs	Books/Music

Other (Describe)

CONVENTION INFORMATION AND VENDOR FEES

Vendor space is available for the 98th NUCUAA, Inc. The National Convention is being held at Rochester Riverside Convention Center. During the week of July 24 – July 28, 2017.

PRICE PER SPACE: \$300.00 for one 6' x 30" topped table (10' x 10' area space). **Table will be provided by the Rochester Riverside Convention Center. A non-refundable \$100.00 deposit is required to reserve each space.**

VENDORS MAY SET-UP ON Sunday, JULY 23rd, 2017 at 12:00 noon

DAILY SET-UP/CLOSE TIME: 6:00 AM – 10:00 PM

TERMS

The Vendor assumes the entire responsibility for losses, damages, and claims arising out of Vendor/Exhibitor's activities on the hotel premises and will identify, defend and hold harmless, NUCUAA, Inc., the hotel, its owner and its management company, as well as their respective agents, servants and employees from any and all such losses, damages and claims.

INITIAL DEPOSIT \$100.00 (non-refundable) is due by **March 31, 2017**.

FINAL PAYMENT \$200.00 is due on or before **June 30, 2017**.

No refund will be made after **July 1, 2017**. Make checks/ money orders payable to: **NUCUAA, Inc.**

Only **cash, money orders** and **bank checks** will be accepted for final payment.

PLEASE MAIL payments to Sonja Merida, 1203 Teakwood Drive, Duncanville, TX. 75137.

Vendors/Exhibitors will not be permitted to sub-lease any part of their space by this contract.

By signing this form, you agree to the terms set-forth in this agreement and acknowledge that violation of this provision will result in the immediate cancellation of this contract.

AGREEMENT

In agreement with the terms, we have enclosed:

Deposit of \$ _____ for _____ Table (10, x 10' space(s)).
Total sum of \$ _____ for _____ Table (10, x 10' space(s))

Vendor/Exhibitor Representative Signature: _____

For NUCUAA Use Only

Date Check Rec'd	Amount Paid	# of spaces

NUCUAA, Inc. Representative signature: _____

