

# LEADERSHIP CONFERENCE AND ALUMNI SUMMIT

FEBRUARY 22-25, 2024 | HYATT REGENCY JACKSONVILLE, FL

## VENDORS MARKET EXHIBITION FORM

### TERMS, RULES AND REGULATIONS GOVERNING ALL VENDORS AT THE UNCF NAC/NPAC CONFERENCE

United Negro College Fund (UNCF), National Alumni Council (NAC), National Pre-Alumni Council (NPAC) and affiliates as well as the Hyatt Regency Jacksonville, FL (identified as hosts) are not liable for and are exempted from or indemnified for any claims or injury to any of the exhibitor/vendors (identified as vendor with such term including their representatives, agents or employees). Further the hosts are not liable for any damages to or for theft/loss or destruction of vendor property. Further the hosts will not be held liable for damage, destruction or injury caused by the vendor. The vendor expressly waives all claims for any such theft/loss, damage, destruction or injury.

#### VENDING SET - UP AND BREAKDOWN

- Set-up begins at 5:00 pm Wednesday
- Breakdown – Saturday at 10 p.m.; must be cleared out by midnight.
- No breakdown necessary – Thursday or Friday. However, security will not be provided specifically for the vendor/exhibit area.
- Load and unload directions will be sent/e-mailed upon paid confirmation.

#### VENDING SPACE AND MERCHANDISING GUIDELINES

- Only merchandise and services listed on this application will be permitted.
- Exhibit space will include one six-foot skirted table and two chairs.
- Use of electricity must be arranged through the Hyatt Regency Jacksonville, FL. Application for electricity available upon request.
- Vendor area and display must be attractive and neat and fit within the allotted vendor space.
- Merchandise and vendors that do not uphold the values of UNCF and its affiliates will not be permitted. Examples of such include, but are not limited to: language (printed or spoken), pictures or graphics, which could be considered, vulgar, sexually explicit or pornographic, racist, derogatory or inflammatory.

- The use of the name of UNCF, NAC or NPAC or their logo or abbreviation on any product without the written permission of the aforementioned organizations is prohibited. Vendors are completely responsible for the sale of any products bearing a licensed logo. UNCF, NAC or NPAC will not be responsible for any legal action resulting from the non-licensed sale of such products.
- Vendors are completely responsible for rules and regulations, in some markets, against the purchase and/or sale of certain products which are “knock-offs” of the genuine products. Enforcement is often uneven and inconsistent.
- Vendors are completely responsible for maintaining legal product inventories. UNCF, NAC or NPAC will not be responsible for any legal action resulting from the sale of such products.
- Vendors must display their wares in the designated vending space. There is absolutely no space for vendors outside of the official exhibit areas. No roving entertainment or advertisement will be allowed.
- Vendors may post and/or distribute literature, samples or souvenirs from the contracted space only.
- Vendors may not sell food or drinks in the hotel. No animals will be permitted except as allowed by the ADA. Playing of loud music not permitted. Request to lower volume of music by host hotel or vendor coordinator will be honored or the vendor will be asked to leave without a refund.
- Vendors should be acquainted with the Internal Revenue Service rules regarding city, state or federal tax that may be imposed on vendors selling merchandise. UNCF, NAC or NPAC and the Hyatt Regency Jacksonville, FL are not responsible for these taxes.
- The vending coordinator reserves the right to cancel any contract (including day of event) if there is a conflict with the principles of UNCF and its affiliates. Persons violating these rules and regulations as well as the guidelines/restrictions enforced by the Hyatt Regency Jacksonville, FL will be asked to leave the conference without a refund.

We have read, understood, accepted, and initialed the TERMS, RULES AND REGULATIONS outlined above. I/we agree to be governed by them as it covers the contracted dates below. Furthermore, I am aware that the vending fees are non-refundable. Your initial on these terms, rules and regulations and your signature on the application constitute a legally binding agreement.

INITIAL \_\_\_\_\_ DATE: \_\_\_ / \_\_\_ / \_\_\_ COMPANY NAME \_\_\_\_\_

COLLABORATE | CULTIVATE | CELEBRATE