

WBLS presents Circle of Sisters
October 10th and 11th, 2009
Jacob Javits Center -- New York, NY

Friday 10/10 Noon – 5pm – VENDOR SET UP
Saturday 10/10: 8AM – 10PM – Doors open to the public: 10AM – 10PM
Sunday 10/11: 8AM – 8PM – Doors open to the public: Noon – 8PM

Vendor Registration Form for Individually Owned and Operated Businesses ONLY
FILL OUT THIS FORM COMPLETELY AND FAX IT TO 973-233-1669

Booth Name: _____
(As you would like it to appear on your booth sign. Please Print)

Please list your Product or Service here (Be specific):

Contact Name: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Website: _____

Due to the popularity of the event -- We've moved to bigger and better space! The 2009 Circle of Sisters Expo will be held in 1C Hall – over 40,000 sq. ft. of additional space!

All booths include:

- Complimentary drayage – you will be assisted with all items brought into the Javits Center. Cars/Vans will pull to a designated loading dock and brought to your booth for you!
- Single Booth Size is 10 x 10. Double Booth Size is 10 x 20.
- Pipe and drape on 3 sides of your booth
- One 6' table per booth
- Two (2) chairs per booth
- One wastebasket per booth
- One printed booth sign
- Carpeting throughout your booth and the aisles.
- ***Please be sure to bring a decorative table covering – all tables provided are wooden!

Each Vendor will receive 4 wristbands for the event. These wristbands must be worn throughout the event. No vendor badges will be provided. All Vendors will receive 4 complimentary wristbands per booth. If additional vendor tickets are necessary, we will sell them directly to the booth owner for \$5 each prior to 10/8/09. All tickets after that date and at the door will be \$15 each.

Booth Packages – please check one:

_____ Standard Booth (10 x 10) - \$1,500

_____ Double Booth (10 x 20) - \$2,500

Floor Placement options: First come first serve placement – No extra charge

_____ Premium placement – **corner booths** – add an additional 20% to the total booth sale

DISCOUNTS: (Only one discount may apply per vendor)

_____ \$100 off for all forms received by July 31st, 2009

_____ \$100 off for all Vendors who participated in the 2008 Circle of Sisters Event

_____ 15% discount for all non-profit booths with proper 501C3 documentation

TOTAL: \$ _____

Credit Card Information:

Credit Card Type: (Visa, MasterCard, Discover only): _____

Credit Card Account Number: _____

Expiration Date: _____ Security Code: _____

Name as it appears on the card: _____

Billing Address: _____

City: _____

State: _____ Zip: _____

Charges will appear on your Credit Card Statement as: **Detail Management, LLC.**

Signature: _____

This signature confirms that you have read and understand the terms below:

Booth reservations are binding and non-cancelable. They may, however, be transferred with prior approval from WBLs and only for equal or lesser value. All transfer arrangements are the responsibility of the vendor. These booth packages are for individually owned and operated businesses ONLY. In keeping with the unique approach to businesses represented at the event, we will NOT duplicate companies participating. WBLs reserves the right to approve all vendors.

For all extra vendor needs:

Any and all power/electricity – there is NO electricity provided in booth price
Credit Card/Internet/Phone lines/Plumbing

Please contact the Javits Center – Exhibitor Services directly at 1-877-452-8487 and reference the Circle of Sisters. All additions purchased by 9/16/09 will receive a 5% discount on these services. For

More Information, Please Contact:

Detail Management

50 Church Street

Montclair, NJ 07042

Phone: 973-233-1663

Fax: 973-233-1669

E-mail: LNewman@detailmgt.com