

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: 11AM – 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 June 1st, 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

CIRCLE OF SISTERS VENDOR CONTRACT ADDENDUM

This AGREEMENT made this _____ day of _____, 2009 by _____, hereinafter referred to as "Management", and between _____, whose address is _____ hereinafter referred to as "Vendor".

WHEREAS, the Vendor desires to participate in Circle of Sisters 2009 at The Jacob K. Javits Convention Center of New York (the "Javits Center"), New York City, hereinafter referred to as "The Event".

THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed as follows:

1. TERM. The respective duties and obligations of the contracting parties shall be for a period of _____ commencing on _____, 20____, and may be terminated by either party giving (____) _____ days written notice to the other party before booth payment.
2. LOADING/LABOR – Event Arrival. Loading and unpacking will take place on Friday October 9, 2009 between the hours of (12) Twelve Noon and (5) Five O'clock PM. At exactly (5) Five O'clock, the rented room will be locked and secured. No access will be granted after this time. *Any* loading dock activity that results in overtime costs between Management and the location of The Event will be the responsibility of The Vendor.

The Vendor may with prior approval through a separate written agreement from Management load and unpack between (8) Eight AM and (9) Nine AM on Saturday, October 10, 2009. No unloading or unpacking will be allowed after (9) Nine AM on Saturday, October 10, 2009. Should The Vendor fail to arrive at the times indicated above for unpacking purposes, it will be considered a breach of this agreement and The Vendor will be denied entry as well as assume all payment responsibilities for the booth.

The Javits Convention Center reserves the exclusive right to supply the labor utilized within the Center to perform any of the services described in Exhibit A attached to this Agreement, and Vendor agrees that neither Vendor nor any other person working with or for Vendor shall utilize any other labor to perform services. Such labor shall be provided on written order at the established rates of the Javits Center for such labor and shall be utilized pursuant to the rules set forth in Exhibit A. Non-compliance with these rules shall be deemed a breach of this Agreement. The Javits Center reserves the right to approve all prices charged by any contractor of Vendor for labor or services described in Exhibit A of this Agreement.

3. LOAD OUT – Event Closing. All packing and loading out will take place Sunday, October 11 at (8) Eight PM. The Vendor will not be allowed to break down their booth or remove any merchandise from The Event until (8) Eight PM on Sunday, October 11, 2009.

4. SPECIAL REQUESTS. The Vendor is free to make requests to Management regarding time or date issues, and will not be treated as a counter-offer to this agreement. Management will decide special requests on a case-by-case basis. Special requests having to do with advanced shipping, storage, and additional furniture orders must be placed directly with Metropolitan Exposition Services at (201) 994-1300. Management will not be responsible for fulfilling orders that should be placed directly to the number and name listed in this paragraph.

5. NOISE. Management reserves the right to ask the Vendor to lower the volume of any speakers, television sets, radio's, record players, CD players, or any other device outputting audio and/or video utilized at their booth. Management also reserves the right to ask that audio and/or video be turned off. Should the Vendor engage in playing music or video at their booth, the Vendor assumes all liability for copyright and trademark issues that may arise.

6. SAMPLING. The Vendor may not sample or distribute anything larger than (1) one ounce of either food or drink or both. Absolutely no alcohol may be served or contained on the premises without prior written approval or consent by Management. Management reserves the right to deny any requests for food or drink distribution should the request not comply with The Event standards and rules.

There are no food vendors permitted at The Event. Sealed and packaged product take home sales may occur with prior permission from Management. No food or drink that has been given out by the Vendor may be consumed on the premises. The Vendor may not distribute silverware or utensils.

7. BOOTH MATERIAL. Material deemed unsuitable by Management will not be tolerated. Management may ask the Vendor to discard materials or to leave the premises should the material being distributed violate The Event's rules and standards. The Vendor must provide Management with a detailed description of *any* materials that will be brought to the Event. Anything brought by the Vendor and not stipulated ahead of time will be removed or discarded.

8. SOLICITATION. No solicitation is permitted in the front portion of the hall. Advertising and flyer distribution *must* be contained within the Vendor's assigned booth area. Any advertising or flyer distribution that takes place outside the booth area will constitute a breach of this agreement and the Vendor will be removed from the premises as well as maintain all payment responsibilities for the booth.

9. BOOTH LOCATION. The Vendor will be assigned a booth _____ days before The Event. Booth assignment is at the discretion of Management and will be determined in a manner Management decides. Booth location and size cannot be negotiated, by signing this contract, the Vendor agrees that the booth they are assigned is final and that booth size may vary from prior years.

10. BOOTH SALES. Booth sales are binding and non-cancelable and non-transferable. Booths may not be re-sold. Booths will be purchased in the name of the Vendor who will be present at The Event on October 9, 10 and 11, 2009. There will be no special requests taken for booth sales. Booths remain at the rate in which Management instructs the Vendor. Upon payment, there will be no refunds.

11. PUBLIC TESTING IN BOOTH. The Vendor agrees that if their booth involves any type of public testing (including but not limited to urine, blood, STD screenings and ultrasounds) pre-certification of insurance is *mandatory* no less than (60) sixty days prior to the event as well as details on mandatory waste disposal. If the Vendor does not meet this deadline, they will not be allowed to participate in the Event and will remain responsible for booth costs.

12. BREACH. Any controversy or claim arising out of or relating to this Agreement, or breach thereof, shall be settled in accordance with the rules of the American Arbitration Association. Vendor agrees that Management may at any time remove the Vendor or deny the Vendor access to The Event should the Vendor breach any of the provisions in this Agreement, or the Contract to which this Agreement is an Addendum. If the Vendor is removed, Vendor will remain financially responsible for any costs arising out of retention of the booth.

13. LIABILITY/INDEMNIFICATION. Vendor agrees for itself, and any contractors, employees, guests or invitees to indemnify and hold Management harmless from and against any and all claims, suits, causes of action or damages arising from Vendor's rental of booth space at The Event and any services or product associated with or distributed by the Vendor. In the event of a breach of this Agreement by Management, Management shall only be liable to Vendor to the extent of any payments made to Management by Vendor for a booth rental.

14. MISCELLANEOUS. This Agreement shall be legally binding after execution by both parties to this Agreement. In the event of a dispute hereunder, the laws of the State of New York will apply. This Agreement and the main Vendor contract contain the entire agreement among the parties hereto and supersedes any and all prior promises, verbal understandings or written agreements of any kind. This Agreement may not be changed except by a writing signed by both parties hereto. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, and which together shall constitute a single instrument.

IN WITNESS WHEREOF, the parties have hereunto executed this Agreement on the _____ day of _____, 20_____.

Management: _____

Witness: _____

Date: _____

The Vendor: _____

Vendor Company Name: _____

Witness: _____

Date: _____

EXHIBIT A

WORK RULES

- I. Contractor and exhibitor must hire Javits labor to perform the following tasks:
 - A. Loading, unloading and moving exhibitor freight materials and machinery. Loading and unloading decorating contractors' equipment to and from a marshalling point on the exhibit show floor. Exceptions are exhibitor "hand carry" materials. Exhibitor hand-carry items may be exempted from this requirement pursuant to more detailed rules issued by Licensor from time to time.
 - B. Crating and re-crating, and all work involved in the erection and dismantling of exhibits, displays, backgrounds and booths; all work requiring the use of bolts and screws or nail fasteners; tying, hanging or nailing, taping of flags, banners, signs, tile and rug-laying, skidding and re-skidding and turntables; handling and delivery of furniture, carpeting, modular interlocking booth systems and other contractor owned and leased equipment; pad wrapping, protection work, ramp protection; and installing draperies, including but not limited to wall draperies, table skirting, booth equipment draperies, flag and bunting and party decorations. "Pop-up" booth may be exempted from this requirement pursuant to more detailed rules issued by Licensor from time to time.
- II. Use of Company Personnel as Managers and Supervisors.

Contractors are permitted to use their own personnel as managers and supervisors of the labor described above, provided that they have completed a questionnaire and have been approved by the Javits Center, that they are performing only legitimate managerial tasks, and that the company maintains a reasonable ratio of managers and supervisors to labor. Violation of any of these conditions shall result in a revocation not only of the supervising employee's authorization, but also of the contractor's authorization to conduct business at the Javits Center.
- III. Gratuities Prohibited.

Employees of the Javits Center, contractors, employees of contractors, exhibitors and employees of exhibitors are prohibited from giving to or accepting from anyone, directly or indirectly, any gratuities or anything else for any reason in the Javits Center or in relation to any work performed in the Javits Center.