

**WBLS & WLIB**  
**Present the Circle of Sisters Expo**  
**September 29, 2018**  
**Jacob Javits Center -- New York, NY**

Friday 9/28 Noon – 5pm – VENDOR SET UP  
Saturday 9/29 8AM (for vendors) – Doors open to the public: 10AM – 10PM

**Vendor Registration Form for Individually Owned and Operated Businesses ONLY\***  
**FILL OUT THIS FORM COMPLETELY AND FAX IT TO 973-404-8853 OR**  
**SCAN AND EMAIL TO LNEWMAN@DETAILMGT.COM**

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

Please list your Product or Service here (be as specific as possible). You will be requested to remove merchandise not detailed and approved on this form:

\_\_\_\_\_

**MUSIC WILL NOT BE ALLOWED AT INDIVIDUAL BOOTHS**

**Please initial here acknowledging that you will not have music at your booth** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Website: \_\_\_\_\_

**The 2018 Circle of Sisters Expo will be held in Halls 1B, 1C and 1D**

**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. Upgraded Standard 10 X 15
- 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 WILL NOT BE PROVIDED THIS YEAR AS PART OF THE BOOTH PACKAGE. YOU WILL HAVE THE OPTION OF BRINGING AN AREA RUG OR PURCHASING CARPET FROM OUR VENDOR SERVICES COMPANY:
- \*\*\*Please be sure to bring a decorative table covering – all tables Provided are wooden and unfinished!

### **Booth Packages – please check:**

\_\_\_\_\_ Standard Booth (10 x 10) - \$1,500 (individually owned & operated small business that do not have a retail location or distribution of product in stores)

\_\_\_\_\_ Upgraded Standard (10 x 15) - \$2,000 (individually owned & operated small business that do not have a retail location or distribution of product in stores)

\_\_\_\_\_ Upgraded Standard (10 X 15) - \$2,500 (franchise businesses and individually owned & operated small business that DO have a retail location or distribution of product in stores)

### ***ALL BOOTH ASSIGNMENTS WILL BE SENT NO LATER THAN MONDAY 9/3***

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

### **DISCOUNTS: (Only one discount may apply per vendor)**

\_\_\_\_\_ \$50 off for all forms received by NEW vendors by June 30, 2018

\_\_\_\_\_ \$100 off for all Vendors who participated in the 2017 Circle of Sisters Event

\_\_\_\_\_ 15% discount for non-profit booths with current 501C3 documentation. Nonprofits are only eligible for a single 10 x 10 booth and will be placed on the floor at management's discretion. Additional booths or upgrades may be purchased at the non-discounted rate.

### **TICKETS AND WRIST BANDS**

**Each Vendor will receive 4 complimentary wristbands (per day, per booth) for the event. These wristbands must be worn throughout the event. No vendor badges will be provided. You will have the option of purchasing additional (per day) at \$10 each. Your ticket purchase for the tickets must accompany this application. Discounted tickets will not be available the day of the event.**

\_\_\_\_\_ Additional Saturday Tickets (\$15 per ticket)

### **VENDOR INSURANCE PROGRAM**

There is a **MANDATORY** insurance requirement for participation in Circle of Sisters. All vendors at Circle of Sisters must show proof of General Liability Insurance (with \$1 Million per occurrence/\$2 Million aggregate limit) unless you cannot participate in the Expo. **The proof of insurance must be submitted with the vendor form.**

If you do not have insurance we have arranged with a broker, Marsh, the opportunity to purchase (at a reduced rate) special events coverage for the Circle of Sisters expo. The policy covers bodily injury and property damage to third parties as well as an option to insure your inventory against damage during the event. **The minimum premium for this policy is \$65** for the weekend and carries no deductible. There is a link on [www.circleofsisters.com](http://www.circleofsisters.com) for you to get more information on this program.

\*\*\*\*\* **ENHANCED ON-LINE ADVERTISING OPTION** \*\*\*\*\*

**Showcase your business in our on-line program guide**

For an additional \$300, you will receive a web ad in our on-line program guide (camera ready art or a logo must be provided) you will be listed as a featured vendor on our website. This listing can include your complete business profile, pictures, video and audio if applicable. This would be a great place to list a discount offer to event attendees. Exact specifications will be provided upon booth confirmation and once ALL assets are received your listing will be live on the circle of sisters feature page 7-10 days after receiving them.

Please check here if you would like this option and include the \$300 in your total.

\$300 On-line Ad \_\_\_\_\_

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: \_\_\_\_\_

*No electronic signatures*

*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 Show Management and only for equal or lesser value. All transfer arrangements are the responsibility of the vendor. Show Management 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

For 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 9/14/18 to receive a 2% discount on these services. For More Information, Please Contact:

Detail Management  
PO Box 2243  
Livingston, NJ 07039  
**Phone: 212-600-5929**  
**Fax: 973-404-8853**  
**E-mail: LNewman@detailmgt.com**