



2023 She Steps Forward International Women's Conference Vendor Agreement

By applying for a vendor spot, you are agreeing to the following terms and conditions:

The 2023 She Steps Forward International Women's Conference will take place at the Delta Hotel Chesapeake, Virginia on **March 24-25, 2023**.

We will be accepting vendor applications from both nonprofit and for-profit vendors. However, these vendors must meet one of the following qualifications: a) be dedicated to assisting women in some fashion, b) help women accomplish their business/ministry/nonprofit goals, c) show a portion of their profits go back into organizations that assist women in some fashion or d) produce a Christian-based product.

Vendor applications must be received **prior to March 1, 2023**. Due to the limited number of spots available at this year's conference, we will accept applications on a first-come, first-serve basis. We will review applications and notify vendors of their acceptance by March 15, 2023 (if not sooner).

Vendor tables are \$25 and include one 6ft. table space and 1-2 chairs. Registration and **full** payment must be received and approved by She Steps Forward International before a vendor will be considered acceptable to vend.

Registration is **non-refundable** once accepted as a vendor. For those who we are not able to accept this year, your payment will be returned, and we will place you on our waiting list for next year. (We hope to offer more vendor tables in the future).

Vendors that would like to be included on the conference webpage and event Facebook page for advertising purposes, should send their logo (in .jpeg or .png format) and their website address to info@shestepsforwardinternational.org. You may also send an image of the products you will be selling (if applicable). Limit (two) product photos.

Table set up may occur on Friday, March 24th anytime from 5-7 pm (if arranged ahead of time) OR vendors may choose to set up Saturday, March 25th, starting at 7:00 am. Vendors will interact with conference guests on Saturday, March 25th. All vendors should be set up and ready to receive conference guests by 8:00 am on Saturday, March 25th. In addition, vendors should be prepared to break down their tables at 4:00 pm on Saturday during the closing session and exit the building no later than 5:00 pm.

Vendors are responsible for themselves and their employees, subcontractors, materials, equipment, and all insurance to protect themselves and/or others.

Participating vendors shall indemnify and hold harmless She Steps Forward International and its officials, employees, and agents from any and all liabilities, judgments, settlements, losses, costs



or charges (including attorney's fees) incurred by She Steps Forward International or any of its officials, employees, and agents as a result of any claim, demand of action, or suit relating to any bodily injury (including death), loss, or property damages caused by, arising out of, related to or associated with the use of the Delta Hotel space or the participation of the vendor or by the vendor's employees, agents or invitees in the She Steps Forward International Women's Conference at the Delta Hotel, Chesapeake.

Vendor Pricing:

Vendor Table Only - \$25.00 – includes one 6ft. table space and 1-2 chairs.

Vendor Food Package (optional) - \$20 – includes light breakfast items, lunch, and all snacks/beverages served on Saturday. NOTE: If vendors choose to eat on their own, there are many restaurants within a 5-mile radius of the hotel.

NOTE:

All vendors are responsible for having the appropriate licensing requirements necessary to vend according to the City of Chesapeake. If you have any questions regarding vendor event licensing, please contact the City of Chesapeake, Commissioner of Revenue Office, at 757-382-6738.