



THE CHARMETTES, INCORPORATED

68th Annual Convention

June 19-23, 2024

Renaissance Arlington Capital View Hotel

Arlington, Virginia

Vendor Application Form

Company Name _____

Primary Contact Person _____

Company/Contact Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ E-mail _____

Other Person(s) who will assist: _____

Give specific details about your merchandise. (Items not listed will not be able to be sold)

Please note: You may not sell any merchandise that carries The Charmettes trademark or name at this event. If you bring such merchandise, you will automatically forfeit your rights as a Vendor with no refund.

Please indicate the number of tables you desire: _____ (You may not bring your own tables, and space is determined by the number of tables rented.)

Charmette Vendor Exhibit Fees: (choose one)

- Fee One Table No Electricity: \$350.00
- If desired, electricity must be acquired through the hotel's AV vendor at a fee determined exclusively by that entity.
- Additional table(s) available at \$50.00 per table

Total amount enclosed: \$ _____

Please register online at www.thecharmesttesinc.org and submit your payment online (Deadline to register is May 6, 2024).

FOR THE CHARMETTES, INCORPORATED'S OFFICE USE ONLY

- All items approved
- Items not approved

Explanation: _____

Date Received: _____ Table Assignment: _____ Check No. _____

Questions may be directed to:

Charmette Catherine D. Lewis

executivedirector@thecharmesttesinc.org or (803) 210-6939



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VENDOR CONTRACT

As a vendor representing _____
(Name of Company)

I/We, hereby agree to provide an exhibit during the 68th Annual Convention of The Charmettes, Incorporated, June 19-23, 2024. Further, I agree to indemnify and hold harmless “**The Charmettes, Incorporated**” for any claims whatsoever occasioned in any situation and warrant that “**The Charmettes, Incorporated**” shall not be held liable for any type of accident, bodily injury, theft or product damages, resulting from my participation in this convention. **The use of The Charmettes, Incorporated’s registered trademark or the name of the organization belongs “Solely and Exclusively” to The Charmettes, Incorporated.** There will be **NO** usage of the name **The Charmettes, Incorporated** or the registered trademark by any outside vendors and/or anyone not affiliated with The Charmettes, Inc.

Cancellation/Refund Policy: We do not provide refunds after a vendor booth is purchased. If you are unable to attend The Charmettes, Incorporated’s 68th Annual Convention due to serious injury or illness, death, natural disaster, or military duty, a credit may be issued. We will fully examine the circumstances and notify you via e-mail within a reasonable period of time, whether you are entitled to a credit or an exchange for another Charmettes, Inc. event. If you are entitled to a credit, we will credit the purchase price, using the original method of payment. Requests for credit must be submitted **in writing** to The Charmettes, Incorporated, Financial Secretary Janice Williams at finsecretary@thecharmesttesinc.org on or before **Friday, May 17, 2024. All credits will be issued 30 days after the 68th National Convention.**

(Signature of Vendor/Representative)

Date

Charmette Signature _____

Date

Please register on line at www.thecharmesttesinc.org and submit your payment online (**Deadline to register is May 6, 2024**).



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VENDOR POLICIES AGREEMENT

I/We _____ understand and agree to the following
Indemnification clause:

INDEMNIFICATION CLAUSE: I agree to indemnify and hold harmless “**The Charmettes, Incorporated**” for any claims whatsoever occasioned in any situation and warrant that “**The Charmettes, Incorporated**” shall not be held liable for any type of accident, bodily injury, etc., resulting from my participation in the 68th Annual Convention.

VENDOR POLICIES AGREEMENT

I/We _____, hereby agree to abide by the
hotel vendor policies set forth below.

- ❖ The vendor understands that ALL tables are 6 ft. and will be provided by the hotel.
- ❖ In accordance with hotel policies, the placement of vendor tables will be the sole responsibility of the Renaissance Arlington Hotel staff in consultation with The Charmettes, Incorporated.
- ❖ In compliance with the Renaissance Arlington Hotel policies and the Fire Code, vendors who relocate their tables will be subject to the discontinuance/closing of their vendor stations.
- ❖ In case of a hotel emergency, vendors are to follow the hotel security staff's directions for exiting and re-entering the properties.
- ❖ The vendor agrees to comply with the stated contractual hours of operations. Non-compliance will be considered a breach of the contract and result in revoking vendor privileges without any consideration of a refund.

VENDOR SIGNATURE (S)

DATE

This form must be signed and returned with Vendor Application and Check or completed online at www.thecharmesttesinc.org

Original Vendor Policies Agreement - March 2024