



## EXHIBIT VENDORS CONTRACT

**2003 – WOMEN IN FEDERAL LAW ENFORCEMENT CONFERENCE  
August 4 – 8, 2003 at the Hyatt Regency Capitol Hill  
400 New Jersey Ave. NW, Washington, DC**

Name of Company or Firm: \_\_\_\_\_

Company Address: \_\_\_\_\_

Representatives Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip (+4) \_\_\_\_\_

Name of Company Representative (s): \_\_\_\_\_

Representative's Telephone Number: ( ) \_\_\_\_\_ Pager ( ) \_\_\_\_\_

EMAIL: \_\_\_\_\_

### Terms And Conditions

#### General Terms:

The Company or Firm specified above, hereafter referred to as 'vendor', is requesting an area, to display their product(s) or service(s) during the 2003 Women in Federal Law Enforcement (WIFLE) Conference. Vendors will be located in the Hyatt Regency Capitol Hill, located at 400 New Jersey Ave., NW, Washington, DC, during the specified dates/times (below). Each exhibition space is 8' x 10' and includes one (1) 6' table with front draping, two (2) chairs and a wastebasket. Also included in the fee are two continental breakfasts, and Monday evening reception (cash bar). An exhibition service kit will be sent to vendors upon confirmation of selection. This will contain information on exhibit shipment, electrical services, etc., with a complete list of charges (you may download now from the Vendor/Exhibitor information page.)

#### Payment:

The cost of each (8'x10') exhibit space is \$650.00. A deposit of \$300.00 is required at time of application. **NO** space will be reserved until a signed contract and deposit is received by the WIFLE Exhibitor's Committee. Payment for the full **AMOUNT** must be received before **July 7, 2003**. Payment s not received before that date will VOID THIS CONTRACT, and result in a \$150.00 cancellation fee, (the remaining balance of the deposit will be refunded to the vendor). Vendors requesting an exhibit space on or after July 7, 2003 must make FULL payment at time of application.

#### Selection:

See exhibit selection criteria. In the event we receive more exhibit proposals than we can accommodate, those not selected will be advised in writing. Full refunds will be given for applications not selected. WIFLE reserves the right to accept or reject an exhibitor.

**Cancellations:**

Cancellations are **NOT** considered in effect until the WIFLE Exhibitor's Committee receives them IN WRITING. Vendors wishing to cancel must send a written notice of cancellation to WIFLE-Exhibitor's Committee, c/o Time & Convenience, P.O. Box 1480 Edgewater, MD 21037-7480. Cancellations received prior to July 7, 2003 will be subject to a \$150.00 non-refundable administrative fee. **NO REFUND OF FEES PAID** will be made to vendors that cancel after July 7, 2003 or do not, for whatever reason, occupy the space provided to them.

WIFLE reserves the right to cancel an application of a vendor and will provide a full refund for applications that are cancelled. Cancellation of individual applications by WIFLE will be submitted to the vendor in writing, and delivered by certified mail to the above address.

**Special Request:**

Every effort will be made by the WIFLE Exhibitor's Committee to honor special requests, such as sharing a vending space with another vendor, requesting two spaces next to each other, special placing in the exhibition area, etc. Vendors are responsible for communicating these requests to the WIFLE Exhibitor's Committee. WIFLE will not be responsible for special requests that go un-honored. WIFLE will not be responsible for changes made by the hotel or changes that are made beyond the control of WIFLE (such as natural disaster).

**Dates:**

Exhibitors will set-up on August 4, 2003 between 8 am and 12 noon. The Exhibition area will be OPENED during the following dates and times:

<b>August 4, 2003</b>	<b>1pm - 5pm</b>	<b>Recruitment Day (optional)</b>
<b>August 4, 2003</b>	<b>6pm - 8pm</b>	<b>Exhibit Hall Grand Opening Reception</b>
<b>August 5, 2003</b>	<b>9am - 5pm</b>	<b>Exhibit Hall Open</b>
<b>August 6, 2003</b>	<b>9am - 3pm</b>	<b>Exhibit Hall Open</b>

\*\* Vendors are required to be operational in the Exhibit Hall from 11:00am to 4:00pm.

All exhibits must be removed from the exhibit hall by 6pm, August 6, 2003.

For questions or additional information needed, please contact Megan Deluca at Time & Convenience 1-866-39WIFLE. Vendor Contracts can be mailed (if not submitted via the internet) to WIFLE, c/o Time & Convenience, P.O. Box 1480, Edgewater, MD 21037 or faxed to (888) 396-8621. For questions, email [mdeluca@timeandconvenience.com](mailto:mdeluca@timeandconvenience.com).

**I hereby agree to the terms and conditions of the above contract. In addition, I certify that I am an authorized representative of the above described company:**

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Typed/Printed Name)

\_\_\_\_\_  
(Date)