

**Circle of Sisters 2007 - Vendor Registration Form**

**September 22<sup>nd</sup> and 23<sup>rd</sup>, 2007**

**Jacob Javits Center -- New York, NY**

Friday 9/21 Noon – 5pm – VENDOR SET UP

Saturday 9/22: 8AM – 10PM – Doors open to the public: 10AM – 10PM

Sunday 9/23: 8AM – 8PM – Doors open to the public: Noon – 8PM

## **Vendor Registration Form**

**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: \_\_\_\_\_

**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!
- Pipe and drape on 3 sides of your booth
- One 6' table
- Two (2) chairs
- One wastebasket
- One printed booth sign
- Booth name in the printed program (for all orders received by 09/14/07)
- The entire Exhibit Hall is carpeted
- \*\*\*Please be sure to bring a decorative table covering – all tables provided are wooden!

**No vendor badges will be provided. All Vendors will receive 4 complimentary tickets per booth per day.**

**Tickets are the only form of admission for vendors and their guests. If additional vendor tickets are necessary, we will sell them directly to the booth owner for \$5 each prior to 9/14/07. All tickets after that date and at the door will be \$15 each.**

**Booth Packages – please check one:**

\_\_\_\_\_ Standard Booth - \$1,350

\_\_\_\_\_ Double Booth - \$2,600

**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 July 31<sup>st</sup>, 2007

\_\_\_\_\_ \$100 off for all Vendors who participated in the 2006 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.**

Booth reservations are binding and non-cancelable. They may, however, be transferred. All transfer arrangements are the responsibility of the vendor.

In keeping with the unique approach to businesses represented at the event, we will NOT duplicate companies participating. WBSL 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 9/7/07 will receive a 5%

discount on these services.

For More Information, Please Contact:

Detail Management

One Prince Road

Whippany, NJ 07981

**Phone: 973-233-1663**

**Fax: 973-233-1669**

**E-mail: [wbls@detailmgt.com](mailto:wbls@detailmgt.com)**