



EXHIBITOR/VENDOR APPLICATION

Please complete the entire application

EXHIBITING COMPANY INFORMATION: Please complete the form exactly as you would like the company name, address and website to appear in official WBN publications and signage.

PLEASE PRINT

COMPANY NAME _____

ADDRESS1 _____

ADDRESS2 _____

CITY _____ **STATE/PROVINCE** _____ **POSTAL CODE** _____ **COUNTY** _____

TELEPHONE _____ **MOBILE** _____

FAX _____ **TOLL-FREENUMBER** _____

E-MAILADDRESS _____ **WEBSITE** _____

BOOTH CONTACT INFORMATION: Only the designated contact(s) will receive exhibit communications and information from WBN.

PRIMARY CONTACT

NAME _____ **TITLE** _____

TELEPHONE _____ **MOBILE** _____

FAX _____ **EMAIL ADDRESS** _____

(E-mail is the primary method of communication from WBN. The exhibitor service kit and any other most pertinent exhibitor information will be e-mailed to the above address.)

6 X 8' BOOTH (CHECK ONE)

- I am (wish to be) a conference sponsor in the amount greater than \$2500. I would like to receive the complimentary exhibit/vendor space and full registration for 2 people to attend the conference.
- \$750.00 Exhibitors and/Vendor Fee (includes one registration for the conference)

EACH STANDARD BOOTH TO INCLUDE:

- 6'x8' area
- Two (2) Chairs
- One (1) covered and skirted table
- One (1) 8" x 44" booth ID sign
- One (1) wastebasket



TENTATIVE VENDOR/EXHIBITOR SCHEDULE

EXHIBITOR/VENDOR MOVE-IN	Friday, October 13, 2017	Noon to 4pm
EVENT OPENS	Friday, 10/13/17	6pm-8:30pm
EVENT OPENS	Saturday, 10/14/17	8:00am-8:30pm <i>(includes breaks & downtime for exhibitors/vendors)</i>
EXHIBITOR/VENDOR MOVE-OUT	Saturday, 10/14/17	8:30pm

PAYMENT:

CHECK: enclosed for: \$ _____

Please make check payable to: Chicago Women In Trades
(WBN Tax ID E9971-9088-01)

CHARGE: ___ VISA ___ MASTERCARD ___ AMEX **AMOUNT \$** _____

CREDIT CARD NUMBER: _____

EXPIRATION DATE: ____/____/____ **SECURITY CODE** _____

SIGNATURE _____

WOMEN BUILD NATIONS 2017 EXHIBITOR/VENDOR FORM

COMPANY NAME: _____

NUMBER OF BOOTHS REQUIRED: _____

TOTAL COST: \$ _____ x _____ = _____

Please sign, date and return both forms with payment (check or charge) no later than September 30 to:

CHICAGO WOMEN IN TRADES

2444 W. 16th Street, Suite 3E

Chicago, IL 60608

Attn.: Sharon Latson

Email: slatson@cwit2.org

WBN ID# 36-3256699

If you are receiving a complimentary booth, please check the box, sign, date and return the contract.

If you have any questions, please direct them to WBNVendorinfo@cwit2.org

AGREEMENT: I, the undersigned hereby make an application for the exhibit space at the Women Build Nations 2017 conference. I am an authorized representative of this company with full power and authority to sign and deliver this application. Submission of this signed form is intended by you to be a binding agreement as to the terms and conditions considered herein. The company listed on this application agrees to comply with the policies, rules and regulations contained in the rules and regulations adopted by WBN hereinafter.

_____ **TITLE:** _____

Authorized Officer's Name: (Please Print)

_____ **DATE:** _____

Authorized Officer's Signature (Required)

Upon receipt of the agreement, you will receive a confirmation from Chicago Women In Trades (CWIT) and Freeman, the company handling the logistics, rental of furniture, electrical needs and all other related exhibitor/vendor needs for the Women Build Nations conference. Freeman will email the conference package to all exhibitors/vendors. However, CWIT staff is also the point of contact leading up to and during the conference for the exhibitors/vendors.

Thank you for your support and participation. We look forward to you joining us for WBN 2017 in "Our Kind of Town" Chicago!



WOMEN BUILD NATIONS CONFERENCE

October 13-15, 2017

Hyatt Regency McCormick Place-West Building

2233 S. Dr. Martin Luther King Jr. Drive

Chicago, Illinois 60611