



**Friday, May 19, 2017, 10am to 3pm.
Lone Star College-University Park
West Dining Room
20515 State Hwy 249, Tomball Parkway
Houston, Texas 77070**

The Women Empowering Women Express Network (WEWEN), of the American Business Women's Association (ABWA), would like to cordially invite you to attend our Inaugural Annual Business Development event – Empowering Business Conference. WEWEN is taking education to the next level hosting this event. In doing so, we have put together an outstanding panel of speakers and sessions for the local business community. As we live the mission of the Association, the event's goal is to provide great educational opportunities for our 100+ members, create scholarships and endowments in the community, and to imagine business, but much better! ***Together, we can Change Lives, One Woman at a Time!***

The Mission of the American Business Women's Association is to bring together business women of diverse occupations and to provide opportunities for them to help themselves and others grow personally and professionally through leadership, education, networking support and national recognition.

This will be a wonderful opportunity as a vendor to promote your business, sell your products, network, learn from our wonderful insightful panel of speakers for the day and enjoy a delicious lunch provided! Who knows....you may like us so much and find the events of the day so fulfilling that you decide to join our incredible organization! We would love to have "You!"

Please read the following information regarding our event and return your application with booth fee to:

**Kelli Seyedain
12308 Francel Lane
Cypress, TX 77429**

Please email the WEWEN Empowering Conference Co-Chairperson, Kelli Seyedain if you have any questions:

1. On the application, you may indicate if you need a table space area only or a booth type area. Please know that the WEWEN event Committee will make every attempt to accommodate your preference on your selection. However, placements are also ultimately assigned to achieve the best balance of merchants. (There are a limited number of 8x8 booths available so this will be on a first come, first serve basis.)
2. You are responsible for setting up and supplying any table cloths and/or accessories that you need for your booth. You are also required to leave your booth space as it was when you arrived. **(There will be non-skirted tables provided complimentary)**
3. This application is for a non-refundable booth fee.
4. This application and the booth fee must BOTH be sent in order for your spot to be reserved. Applications for this show are sent out by the committee as a personal invitation. If you would like to suggest other vendors that are interested, please let us know and we will contact them. Please contact our vendor organizer, ***Kelli@KMInteriorDesignsHouston.com***
5. To avoid excessive duplication of items, you will not be allowed to bring anything that isn't listed on your form and/or hasn't been approved by the WEWEN Events committee.
6. Vendors can set up the morning of the event. More information will be provided on setup as we get closer to the show event.
7. Due to safety concerns and fire code ALL merchandise and booth fixtures must remain INSIDE the designated area space or table space.
8. There will be no early tear down prior to 3pm. Most shoppers will remain until 4pm, so planning on staying until this time might be good for sales and networking.
9. All trash should be picked up when leaving your area at checkout.
10. There will only be 1 direct sale spot for each company based on booth availability. So one Mary Kay, Tupperware, etc. space given, but a double space is allowed if multiple reps want to go in together.

WEWEN Empowering Business Conference Vendor Application

First & Last Name:

Company Name:

Website (if applicable):

Mailing Address:

Email Address:

Phone Number:

Brief Description of Business you are Promoting or Product Description if cash and carry items will be available for attendees (please list items you will be selling):

Do you have a direct marketing business like Tupperware? Yes _____ No _____
Is your business Self Owned _____ OR Franchised _____

- 1 -6ft. non-skirted linear table, sponsor (complimentary table) _____
- 1 -6ft. non-skirted linear table, Speaker (Half Price) Table \$37.50 _____ Booth \$50 _____
- 1 -6ft. non-skirted linear table (WEWEN members) \$50 _____
- 1 -6ft. non-skirted linear table (non-ABWA member), \$75 _____
- 1- 8x8 Booth area \$100 _____ (limited availability)
- Delicious Lunch, \$25 _____, additional lunches needed \$25 _____
- Add Electricity \$15 _____
- Add a promotional item to the tote bag: (members only) \$15 _____ must have by May 15th

Please add totals for all items desired: \$ _____ (Please make checks payable to WEWEN.)

All areas are located inside and are limited, so we will fill up on a first come first serve basis.
WEWEN members have first option until April 14th to apply then we will open up to **non-members until May 1st**. All applications and fees must be turned in by **May 1st** in order to be a vendor at this event.

By signing this application, you understand that ABWA, WEWEN and Lone Star College are not responsible for any of your items that could be damaged, lost or stolen during the event.

Signature: _____ Date: _____