

# BZB International, Inc.

P.O. Box 2675

Washington, D.C. 20013

(202) 610-4188 • [www.bzbinternational.com](http://www.bzbinternational.com)

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September 2011

Dear Potential Exhibitor:

Thank you for your interest in exhibiting at the Annual BZB Holiday Black Gift & Art Shows being held on Friday-Saturday, November 25-26, as well as subsequent Saturdays on December 3, 10 and 17 culminating with a final exhibit day on Friday, December 23, 2011.

This year marks the 21st year of hosting this event at the Shiloh Family Life Center in Washington, D.C. The convenience of this facility, central to the Washington, D.C. Metropolitan communities and surrounding states, continues to contribute to its success. From the reports I received, exhibitors were very pleased with the amount of business during the 2010 Show. We had an estimated attendance of approximately 8,000 people during the six days and hosted over 100 plus exhibitors. Products range from holiday gift cards to Black angel tree toppers to clothing and fine jewelry to books, dolls and Black memorabilia to name a few with pricing to suit everyone.

Renewing exhibitors are given space priority. New exhibitor contracts are being accepted on a first-come-first-serve basis. To request a space for the 2011 Show, download a copy of the 2011 contract, review the rules and regulations as outlined, complete and sign the Sponsor/Exhibitor Agreement. **Return this form along with a 50% deposit made via certified check, money order, or credit card payable to BZB International, Inc.** Flexible payment options are available. Please call the BZB International Corporate Office for additional information. This year, BZB International, Inc. has instituted a new payment arrangements. **Full payment must be received two (2) weeks in advance to the show date. Vendors not paid by that date will not be allowed to enter the exhibit hall to set-up. No exceptions!**

Thank you for your interest! We look forward to working with you to host a successful show. Please feel free to contact our office if you have any questions: (202) 610-4188 or [Michael.Fain@BZBinternational.com](mailto:Michael.Fain@BZBinternational.com).

Respectfully,

Juanita "Busy Bee" Britton  
President/CEO, BZB International, Inc.

**21<sup>st</sup> ANNUAL BZB HOLIDAY BLACK GIFT & ART SHOWS**  
**EXHIBITOR REGISTRATION FORM**

**SHILOH FAMILY LIFE CENTER**  
**1510 9<sup>TH</sup> STREET, N.W.**  
**(Intersection of 9<sup>th</sup> and P Streets)**  
**WASHINGTON, D.C.**  
**New Hours: 10 am – 7 pm**

Please print and complete the form as indicated to reserve your exhibit booth(s). Return form and payment via one of the methods below:

- Fax a copy of this form along with credit card information to (202) 610-2244.
- Submit copy and payment along with cashier's check or money order via mail to P.O. Box 2675, Washington, D.C. 20013.
- Questions can be emailed to [Michael.Fain@BZBinternational.com](mailto:Michael.Fain@BZBinternational.com)

**PLEASE PRINT OR TYPE INFORMATION BELOW:**

Name: \_\_\_\_\_

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

Preferred Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Business License or Social Security Number: \_\_\_\_\_

Product Description: \_\_\_\_\_

Is Electricity Needed?  YES  NO Special Needs: \_\_\_\_\_

**PLEASE INDICATE ALL OPTIONS DESIRED AND TOTAL FEE:**

Date	Description/Cost	# Requested	Total Cost	Final Payment Due
<input type="checkbox"/> Friday-Saturday/ November 25-26	<input type="checkbox"/> Table Top - \$340 <input type="checkbox"/> Booth - \$520 <input type="checkbox"/> Corner - \$570	_____ _____ _____	\$ _____ \$ _____ \$ _____	<b>Friday, November 11</b>
<input type="checkbox"/> Sat./December 3	<input type="checkbox"/> Table Top - \$200 <input type="checkbox"/> Booth - \$290 <input type="checkbox"/> Corner - \$315	_____ _____ _____	\$ _____ \$ _____ \$ _____	<b>Saturday, November 19</b>
<input type="checkbox"/> Sat./December 10	<input type="checkbox"/> Table Top - \$200 <input type="checkbox"/> Booth - \$290 <input type="checkbox"/> Corner - \$315	_____ _____ _____	\$ _____ \$ _____ \$ _____	<b>Friday, November 26</b>
<input type="checkbox"/> Sat./December 17	<input type="checkbox"/> Table Top - \$200 <input type="checkbox"/> Booth - \$290 <input type="checkbox"/> Corner - \$315	_____ _____ _____	\$ _____ \$ _____ \$ _____	<b>Friday, December 3</b>
<input type="checkbox"/> Fri./December 23	<input type="checkbox"/> Table Top - \$200 <input type="checkbox"/> Booth - \$290 <input type="checkbox"/> Corner - \$315	_____ _____ _____	\$ _____ \$ _____ \$ _____	<b>Friday, December 9</b>

**TOTAL FEE ENCLOSED: \$ \_\_\_\_\_**

**Form of Payment:**  Certified Check  Company Check  Money Order  Visa  MasterCard  AMEX

Name as it appears on card: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ 3-Digit Code: \_\_\_\_\_

**Exhibitor's Signature: \_\_\_\_\_**

**BZB INTERNATIONAL, INC.**  
**SPONSOR/EXHIBITOR AGREEMENT**

The purpose of this agreement is to grant EXHIBITOR occupancy of a Booth at SPONSOR'S Event, 21<sup>ST</sup> Annual BZB Holiday Black Gift & Art Shows (2011)(hereinafter referred to as "Show").

The SPONSOR hereby leases to the EXHIBITOR in accordance with the following terms:

**1. CONTRACT/FEES FOR EXHIBIT SPACE:**

Return completed/signed Agreement and fifty percent (50%) of booth rental fee **NO LATER THAN FRIDAY, NOVEMBER 4, 2011** to reserve a space. Spaces assigned with full payment only. First pay, first assigned procedure applies per show layout protocol of SPONSOR. The balance is due 14 days before each show date as indicated in Final Payment Due section above. An additional fees of \$50 will be assessed for all payments received after Final Payment Due Date. **Money orders or cash are preferred; no checks will be accepted for final payment. Payment made with a credit card or online will be assessed an additional fee of \$10.00.** Please make payment to BZB International, Inc., P.O. Box 2675, Washington, D.C. 20013.

**2. SPACE AND SUPPLIES:**

- A. Booth Space: 8 x 8. Supplies: One 6ft.x 2 3/4 table and one chair.
- B. Table Top: One 6ft. table and chair. (No floor space available for racks, extra tables, boxes, other items for sale, etc. All items must be displayed and sold from the table.) Note: must supply table covering large enough to extend to the floor.
- C. Only one exhibitor will be permitted in each space unless approved by SPONSOR.

**3. SET-UP TIME:**

Set-up is only allowed three (3) hours prior to Show opening. **NO UNLOADING OF BOXES, RACKS, DOLLIES, AFTER SHOW HAS OPENED.** The booth fee will not be refunded. **ABSOLUTELY NO EXCEPTIONS.**

**4. SUBLETTING SPACE:**

Exhibitor's will not assign or sublet the exhibit space without prior approval of the SPONSOR. Failure to inform SPONSOR will result in immediate ejection from the Show.

**5. CANCELLATION OF BOOTH SPACE:**

The SPONSOR reserves the right to reject an application at any time before the Show for reasons at the SPONSOR'S discretion.

**6. DRESS ATTIRE**

EXHIBITORS are to dress appropriately in festive/business attire. Jeans, tee shirts, and tennis shoes are not the proper attire for the BZB Annual Holiday Black Gift & Art Show. Please respect our goal to produce a successful Show for you and the BZB organization.

**7. PROMOTIONS**

The EXHIBITOR agrees to actively market the Show by advertising, contacting clientele and distributing flyers whenever possible. A master copy has been provided to make additional flyers for you to duplicate and distribute. Please call (202) 610.4188 for your supply of additional promotional materials.

**8. CHANGES**

The SPONSOR reserves the right to make such changes and further rules and regulations regarding the Show as it, in its sole discretion, deems necessary and upon notice to the EXHIBITOR, all said action shall become past of this lease and binding on all parties.

**9. INDEMNIFICATION**

The EXHIBITOR will indemnify SPONSOR, its agents, representatives, affiliates, security and successors from any liability arising from the loss, theft, or damage to EXHIBITOR'S goods, literature, promotional materials, or personal property, or the person or property of third parties caused by EXHIBITOR'S actions or goods sold.

**Exhibitor's Signature: \_\_\_\_\_**

The SPONSOR will do whatever is necessary (including leaping tall buildings) to have a successful Show!  
BZB International, Inc. will not be held liable to refund any payment in the event of a circumstance or circumstances beyond the control of the SPONSOR (i.e., inclement weather, condition of the facilities, circumstances of EXHIBITOR, etc.)

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Amount Enclosed \$** \_\_\_\_\_ **Balance Due \$** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Contract Received: \_\_\_\_\_ Deposit Amount Paid: \$ \_\_\_\_\_

Method of Payment: \_\_\_\_\_

Show Date:

- |   |                    |
|---|--------------------|
| <input type="checkbox"/> Friday-Saturday, November 25-26 (Due: November 11) | Balance Due: _____ |
| <input type="checkbox"/> Saturday, December 3 (Due: November 19)            | Balance Due: _____ |
| <input type="checkbox"/> Saturday, December 10 (Due: November 26)           | Balance Due: _____ |
| <input type="checkbox"/> Saturday, December 17 (Due: December 13)           | Balance Due: _____ |
| <input type="checkbox"/> Friday, December 23 (Due: December 9)              | Balance Due: _____ |

Booth Type: \_\_\_\_\_ Booth #: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

**Exhibitor's Signature:** \_\_\_\_\_