

ANNUAL MS. SINGLE MOM EMPOWERMENT FORUM

Vendor Resource & Marketplace Exhibit Space Agreement

**Complete, Sign, & Return a copy of this agreement form with your payment (no later than March 7, 2025 for discount!)*

The Speak Up Empowerment Foundation, Inc. 501 (c) (3) organization agrees to provide the following

company: _____ with exhibit space at the

Annual Ms. Single Mom Empowerment Forum community celebration event on April 19, 2025.
Long Beach Airport Marriott Hotel at 4700 Airport Drive | Long Beach, CA 90815.

1. *The Vendor Resource Space includes:*

- One six-foot exhibit table to showcase/promote products and/or literature
- Two chairs & one tablecloth per table
- Company logo included in our publicity materials
- *Please email your company's logo to events@speakupempowermentfoundation.org ASAP.*

2. *The Cost & Payment options:*

- Cost for a vendor resource table space is **\$350 - (\$100 Disc if received by Mar 7th)**
- You may submit your payment by Mail, or Online
 - **Mail payment to:** Speak Up Empowerment Foundation, Inc.
4470 Atlantic Ave., #17771 - Long Beach, CA 90807.
 - **Submit payment online at:** www.speakupempowermentfoundation.org by using the DONATE button.
- **Lunch is included.**

3. *Vendor Table Assignments - Setup & Breakdown Times:*

- Your table number is assigned on a first paid, first served basis
- On April 19th, check-in & table setup is available beginning at 8:00 am
- Your assigned table number is guaranteed until 9:00 am
- IF you arrive later than 9:00 am, you may be assigned to another table space
- Vendor coffee service is available beginning at 8:30 am in the Health & Wealth Ctr
- Vendor breakdown must be completed by 3:30pm!

Vendor Signature AND Phone Number

Date

Ms. Robbie N. Butler, President

February 12, 2025

SUEF, Inc. Representative's Signature

Date

Please call 888.899.9901 with any questions – Thank You for your support!