

# ANNUAL MS. SINGLE MOM EMPOWERMENT FORUM

## Vendor Resource & Marketplace Exhibit Space Agreement

*\*Complete, Sign, and Return a copy of this agreement form with your payment (no later than March 1, 2024)*

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 20, 2024.  
**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
- *Email your company logo to [events@speakupempowermentfoundation.org](mailto:events@speakupempowermentfoundation.org)*

### 2. **The Cost & Payment options:**

- Cost for the space is \$300 - Payable in advance
- 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.
  - **OR**
  - **Submit payment online at:** [www.speakupempowermentfoundation.org](http://www.speakupempowermentfoundation.org)
- **Lunch is optional for an additional \$60/person (include this with the table payment).**

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

- Your table number is assigned on a first paid, first served basis
- On April 20th, 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 can 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!

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Vendor Representative's Signature

Date

*Ms. Robbie N. Butler, President*

*January 22, 2024*

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SUEF, Inc. Representative's Signature

Date

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