



# NONPROFIT VENDOR APPLICATION FORM

8<sup>th</sup> Annual International Women’s Day Conference

*Embracing the Diversity of Women in the Triangle*

Friday, March 8, 2018 9:00 am – 1:00 pm

Eno River Unitarian Universalist Fellowship

4907 Garret Road, Durham, NC 27707



**INTERNATIONAL  
Women’s Day  
CONFERENCE**  
HOSTED BY INSTEPP, INC.

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

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

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

City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone(day): \_\_\_\_\_ Cell Phone \_\_\_\_\_

Description of item(s) to be sold: \_\_\_\_\_

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

**Vending Space is \$60.00**

**Space is limited!**

- In order to reserve your space, application must be returned no later than February 25, 2018. You can submit your application via email to [iwd@instepp.org](mailto:iwd@instepp.org), fax (866-388-7409) or mail (InStepp, Inc., 3717 University Drive Suite B, Durham, NC 27707).
- Your check or credit card payment for \$60.00 must be received no later than March 1, 2018. Checks should be made payable to **InStepp, Inc.** There will be a \$25.00 fee for returned checks.
- NO food vendors will be allowed.
- Cancellation Policy: Due to limited space, we are unable to provide refunds.
- Vendor Guidelines:
  - Each vender will receive a 6’ table plus two (2) chairs
  - The allotted space is approximately 8’ by 6’
  - Vendor entry will start at 8 am the day of the event. Setup must be completed by 8:30 am
  - Load out must be completed by 2 pm the day of the event
  - Vendor location will be assigned on a first come basis

InStepp, Inc. reserves the right to refuse any vendor application.

For more information, please call 919-680-8000 or email  
[iwd@instepp.org](mailto:iwd@instepp.org)