



NONPROFIT VENDOR APPLICATION FORM

9th Annual International Women’s Day Conference

Embracing Our Diversity

Saturday, March 14, 2020 9:00 am – 1:00 pm
904 W. Chapel Hill Street (aka Emily K. Center)
Durham, NC 27701



**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 28, 2020**. You can submit your application via email to 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 9, 2020**. 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