NATIONAL ASSOCIATION OF CELEBRATED SENIORS SEMINAR
Marriott Hotel, 1801 N. Naper Blvd. Naperville IL 60563
April 21-23, 2023
Theme: The Seasons of Your Life (Ecclesiastes 3:1-8)

VENDOR RESERVATION FORM
$125 per Vendor Space
Includes one skirted table and two chairs

SUBMISSION DEADLINE: March 31, 2023
(or while space allows)

(PLEASE TYPE OR PRINT) Please complete ONE Form per VENDOR.

FULL NAME OF ORGANIZATION, BUSINESS, OR CHURCH

LAST NAME
FIRST NAME
MI

ADDRESS

CITY
STATE
ZIP

TELEPHONE
E-MAIL
FAX

Briefly specify WHAT ITEMS you want to sale or exhibit and how they will benefit seniors:

Will ELECTRICITY be required? (There will be a charge.) _____ Yes _____ No

Will WiFi (Internet) be required? (There will be a charge.) _____ Yes _____ No

I have read the NACS Vendor policies and guidelines on the other side of this form and agree to adhere to them. I understand that failure to adhere to the guidelines may impact my request to be a vendor.

Signature: ____________________________________________ Date: _______________

VENDOR FORM SUBMISSION
Mail payment along with this completed form to:
Sheldon Heights Church of Christ
Attn: 2023 NACS Vendor Committee
11355 S. Halsted • Chicago, Illinois 60628
Make all checks or money orders payable to:
Sheldon Heights Church of Christ
Write NACS 2023 VENDOR on the memo line.

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Electronic Submissions: Paid ads may also be emailed to Sandra Franklin at nacs2023@gmail.com
Questions? Call 773-568-2929

FOR NACS VENDOR STAFF USE
Date: __________
Total Vendor Spaces: ________ x $125 each
Total Vendor Fee Paid: ______________
Extras (electricity, WiFi, etc.): ______________
Check or Money Order #: ______________
Space(s) Assigned: ______________
Staff Initials: ______________
Comments: ______________
NACS 2023 Vendor Policies and Guidelines

Payment and Cancellations:
- The Vendor shall submit this completed and signed agreement, along with payment (in full) for the requested space by March 31, 2023.
- No refunds will be given for contracts cancelled after March 31, 2023.
- Cancellations prior to the March 31, 2023, deadline must be submitted in writing.
- In addition, no refunds will be given for vendors who do not adhere to the agreed upon space requirements and vendor setup indicated in the following sections of this form.
- Any questions regarding vendor selection and/or payment should be directed to the NACS 2023 Vendor Coordinator, Sandra Franklin via email at nacs2023@gmail.com

Use of Space:
- Each vendor space includes one standard 6-foot skirted table and two chairs in the Vendor reservation fee. The use of electricity is at an extra charge at a fee set by the hotel.
- All other furnishings, equipment, etc. are to be provided by the vendor at his/her own expense and must fit in the allotted purchased vendor space. Vendors who require or take up more space than originally requested or purchased will be required to pay for additional space, if it is available.
- Sub-leasing of any portion of the assigned vendor space by the contracted vendor is strictly prohibited.
- The vendor may not permit another party to exhibit, promote, sell, or take orders in his/her vendor space.

Storage:
- Vendors are permitted to store packing boxes, additional vendor items, and non-hazardous materials under the table, at their own risk.
- All items not on display by the vendor should be stored under his/her table; unfortunately we do not have storage space for vendor items.

Liability:
- Vendors agree that the 2023 National Association of Celebrated Senior (NACS) Committees, its staff, host church, the Marriott-Naperville, and its employees will neither be responsible for any damages, losses, or destruction of the Vendor’s property nor injuries to Vendor or his/her representatives.
- All claims for any such loss, damage, destruction, or injury are hereby expressly waived by the Vendor.

Insurance/Security:
- Vendors desiring to insure their materials and products must do so at their own expense.

Electricity or Internet:
- Vendors requiring electricity, power strips, or WiFi (Internet) will need to pay an additional fee to the hotel, based upon the hotel fees. If electrical services or WiFi are required, additional info will be needed.

Restrictions:
- Lectureship Coordinators reserve the right to require modifications, limitations, elimination, or removal of any exhibit or displayed items deemed questionable, unacceptable, or against NACS or hotel vendor display policies. Removal of items for these reasons will forfeit all monies paid.
- At no time may any items or displays be attached to the walls of the hotel or displayed in a way that blocks the flow of foot traffic.
- Use of flammable, volatile, or any hazardous material is strictly prohibited. All city, county, and state fire code regulations must be observed at all times.

ALL Vendor questions or concerns should be directed to Sandra Franklin, NACS 2023 Vendor Coordinator