



1964

"Serving Youth and Adults"



# Area One

Loris Anderson, National Area One Director

December 7, 2009

## Area Officers

Janice Scimmons  
TTA Advisor

Anna Kirksey  
Recording Secretary

Carolyn Culpepper  
Financial Secretary

Sandra Cranford  
Treasurer

DiAnn Robinson  
Director of Operations

Annette Joubert  
Administrative Assistant

Annie L. Mouton  
Chaplain

Mary C. Hamilton  
Parliamentarian

Bobbie Turner  
Corresponding Secretary

Barbara Wooten  
Historian

Virginia Thomas  
Sergeant At Arms

Andra Self  
Reporter

Bobbie W. Moorehead  
Exc. Programming Dir.

Gina Caldwell  
Assistant TTA Advisor

Bertha Harris  
Assist. Recording Secretary

Lueberda Myers  
Status of Women Chair

Willie Mae McFarland  
Senior Citizens Chair

Myra Nelson  
Beautification Chair

Minnie Thomas  
Community Partnership Chair

TO: Prospective Vendors

The Top Ladies of Distinction, Inc. (TLOD) – Area One invites you to participate in the Vendor Program at the 39<sup>th</sup> Annual Area One Conference. The Area One conference will be held at the Shreveport Convention Center. The dates are Thursday, March 4 through Saturday, March 6, 2010. Enclosed you will find the Vendor Contract.

Please note that vendors will be able to utilize our hotel rate (see enclosed Hotel Reservation information).

It is **very important** that you **read** the complete contract and follow **all** of the instructions within. The contract **MUST** be signed in the appropriate places and mailed with the fees as instructed in the Vendor Contract.

If you have any questions or concerns please contact me at (713) 628-5716 or email: [vbroussard4@comcast.net](mailto:vbroussard4@comcast.net).

Very truly yours,

Vanessa Broussard  
Area One Vendor Program Chair

cc: Loris B. Anderson  
Annette Joubert

Enclosure: Vendor Contract  
Hotel Reservation Form

*"Enhancing, Expanding and Empowering Area One as a Catalyst of Service to Youth and Adults – the Triple E Program"*

## **TOP LADIES OF DISTINCTION, INCORPORATED (TLOD) VENDOR PROGRAM VENDOR INFORMATION**

**TLOD VENDOR POLICY** - Ensure that any merchandise exhibited or sold contains absolutely no obscene messages or signs and no drug related symbols or paraphernalia. Violators of this policy will forfeit contract. Vendors will be requested to leave immediately and vendor fees will not be refunded.

**BOOTH SPACE** - Booth space will be 8 feet by 10 feet and include one (1) 6 feet by 30 inch table. Vendor tables and/or displays must be confined within the area of space allocated. Selling of exhibited merchandise is permitted only in the area designated by TLOD and the Shreveport Convention Center, 400 Caddo Street, Shreveport, Louisiana. No tables are to be placed outside the designated leased area. **No vendor will be assigned hallway space.**

**HOURS** - Vending hours are as follows:

Set up – Thursday, March 4, 2010 from 9:00 AM until 11:00 AM

Opens – Thursday, March 4, 2010 from 1:30 AM until 11:30 PM

Opens – Friday, March 5, 2010 from 9:00 AM until 10:00 PM

Opens – Saturday, March 6, 2010 from 9:00 AM until 10:00 PM (Closed)

**Vendors are responsible for securing their merchandise each night.**

**LIABILITY OF TLOD:** It is expressly agreed and understood between Vendor and Top Ladies of distinction, Inc., that TLOD shall be under no liability for loss or damage to goods and/or property of Vendor, or personal injury to the Vendor's employees, guest of TLOD Area One Conference and Convention Center guest. Each Vendor, on signing this contract, expressly releases TLOD from and agrees to hold TLOD harmless from all such claims. Vendor further agrees he/she will obey all safety rules, regulations and laws of the Shreveport Convention Center.

Vendor shall be fully responsible to pay for any and all damages to property owned by the Shreveport Convention Center, its owners or managers, which result from any act or omission of Vendor. Vendor agrees to defend indemnity and hold harmless the Shreveport Convention Center, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates from any damages or charges resulting from Vendor's use of property. Vendor's liability shall include all losses, costs, damages, and expenses arising from or out of or by any reason of any accident or bodily injury or other occurrences to any person or persons, or their property including the Vendor, its agents, employees, and business invitees which arise from or out of the Vendor's premises, the Shreveport Convention Center or any part thereof.

The Shreveport Convention Center's Fire Regulations forbid Vendor sales in hallways and/or foyer areas. Sale of merchandise in any area other than authorized space is strictly prohibited and violators of this policy shall forfeit their Booth Space and Vendor Fees will not be refunded.

**MISCELLANEOUS REGULATIONS** - Loudspeakers, phonographs, sound movies or megaphones that interfere with adjoining exhibits are prohibited. Silent movies must be located as to not interfere with other Vendors or aisle space. Operation of any of the above must conform to any regulations set by the Shreveport Convention Center

(Application and guidelines enclosed)

**VENDOR \$200.00 PER BOOTH  
BOOTH SPACE  
8 FT x 10 FT to include one table  
\*\*Extra space and/or second table  
constitute SECOND BOOTH.**

**Contract for Vendor Space  
Top Ladies of Distinction, Inc.  
Area One Conference**

**FOR OFFICE USE ONLY:**  
Date Received: \_\_\_\_\_  
Amount Received: \_\_\_\_\_  
Receipt Number: \_\_\_\_\_

**March 4-6, 2010**

**The Shreveport Convention Center      400 Caddo Street      Shreveport, Louisiana 71166-1774**

Name of Vending Company/Organization/Agency (Please attach a business card)

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) FAX ( \_\_\_\_\_ ) E-mail \_\_\_\_\_

Description of Product to be sold \_\_\_\_\_

Top Ladies of Distinction, Inc. (TLOD), sets forth the rules and regulations of its VENDORS PROGRAM on the reverse side of this CONTRACT.

TLOD, Inc. reserves the right to assign space. Assignments will be made during the organization's Area One Conference by categories and according to the descriptions of products given to TLOD, Inc. by vendors. The TLOD Area I Conference will convene at the Shreveport Convention Center. BOOTH SPACE (8ft. X 10ft.) includes one 6 ft. by 30 in. table. Space will be available on Thursday, March 4, 2010 from 1:30 PM until 11:30 PM, Friday, March 5, 2010 from 9:00 AM until 10:00 PM and Saturday, March 6, 2010 from 9:00 AM until 10:00 PM.

**Vendors are responsible for securing their merchandise each night.**

- Only **20 BOOTH SPACES** will be available. **No vendor will be assigned hallway space.**
- **VENDOR SPACE WILL BE ASSIGNED ON A FIRST COME FIRST SERVE BASIS.**
- To secure BOOTH SPACE, **full payment and signed contract** must be returned as soon as possible.
- **Deadline date: February 15, 2010 or as long as space is available. Envelopes will be available on site for postmark verification.**

**Make cashier's check or money order payable to: TLOD – Area One Conference. No personal checks accepted.**

1. Mail a copy of contract to:

Vanessa Broussard, Area One Vendor Chair  
4531 Fallen Oaks Drive  
Houston, TX 77091 (713) 628-5716  
[vbroussard4@comcast.net](mailto:vbroussard4@comcast.net)

2. Mail cashier's check or money order with contract to:

Carolyn Culpepper, Area One Financial Secretary  
8655 Candy Street  
Houston, TX 77029 (713) 671-2469  
[carolyn.culpepper@cityofhouston.net](mailto:carolyn.culpepper@cityofhouston.net)

In consideration for the use of vending booth space, a cashier check or money order for \$ \_\_\_\_\_ as full payment for the rental of (number) \_\_\_\_\_ Vending Booth Space (s) is enclosed (\$200.00 per booth space).

**Signatures:**

\_\_\_\_\_  
Onsite Vendor Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Company/Organization/Agent/Owner Date