



Leading Ladies Luncheon
Hosted by Diamond In The Rough

Dear Exhibitor:

An exciting opportunity exists for your organization to raise its visibility and demonstrate its commitment to the community. ***Diamond In The Rough Youth Development Program, Inc.***, a local non-profit organization committed to building self-esteem and leadership among youth will be hosting our Leading Ladies Luncheon. This memorable event will take place on **April 13, 2019** at The Stone Mountain Evergreen Marriott.

We are seeking the support of local merchants while we in turn help promote and support their businesses. There will be many opportunities for us to promote our supporters during this event and with future activities that will be hosted throughout the year.

This is a fantastic way for your company/organization to showcase your products or services to up to 100+ participants who will be in attendance. Donors will also be recognized through printed materials and special events following the event.

We have enclosed a vendor packet which outlines details of this event. We invite you to visit our website at www.ditr.org to learn more about this campaign and the event. Please feel free to contact us at (678) 376-9676 if you have questions or need further assistance.

Sincerely,

Nicole Steele

Nicole Steele, Ph.D.
Executive Director



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Exhibitors Application

Exhibit Area Description:

The Diamond In The Rough Team will make table assignments and provide a six-foot table, two chairs, and one printed sign. Exhibitors/Vendors may exercise the right to provide additional display equipment and banners at their own expense.

Arrival:

Exhibitors are asked to arrive no later than 9:30 a.m. on Saturday, April 13, 2019. The guests are scheduled to arrive beginning at 10:30 a.m. and the luncheon will conclude at 2:00 p.m.

Conference Opportunities:

The Exhibitor Registration Fee does include refreshments but does NOT include meals. However, there is a restaurant onsite and in close proximity from the venue.

Cancellation Policy:

Should there be a cancellation of the conference by Diamond In The Rough, all exhibit fees will be refunded to the exhibitor. Should there be a cancellation by the Exhibitor for any reason **prior to March 15, 2019**, the exhibit fee will be refunded less a fifty dollar (\$50.00) administration fee. No portion of the exhibit fee will be refunded for any reason if cancellation occurs **after March 15, 2019**

Liability:

The Exhibitor shall indemnify and hold harmless The Marriott Century Center, Diamond In The Rough Youth Development Program Inc., their Board, staff and volunteers, from any and all losses, expenses, demands, claims and lawsuits that may arise relative to the Exhibitor's services and/or the Event. The Exhibitor agrees and acknowledges that The Marriott Century Center, Diamond In The Rough Youth Development Program Inc., their Board, staff and volunteers are not responsible for any personal injury, illness, loss or damage to property, goods or displayed materials that may occur during the Leading Ladies Luncheon

Application Form:

Please complete the enclosed application form and return with required payment to Diamond In The Rough on or before **March 15, 2019** After deadline date, applications will be accepted on a space available basis). Send completed application via fax to (678) 376-9716 or mail to 2140 McGee Road, Suite C-640, Snellville, GA 30078.

Your signature below indicates your acceptance of and your agreement to abide by the above terms and conditions.

Corporation/Agency

Print Name

Title

Signature

Date



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Exhibitor Application

Organization/Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Cell/Alternate Phone: _____

Email: _____

Name of Organization/Business Contact: _____

Name of On-Site Representative (for name badge): _____

Brief Description of Materials/Service to be displayed: _____

Sign Wording/Specifications (each booth will have a white board sign printed with block letters to the exhibition specifications) _____

FEE STRUCTURE

Exhibitor Fee	Advertisement
1-Table <input type="checkbox"/> \$ 125.00	Business Card Ad <input type="checkbox"/> \$ 25.00
Luncheon Ticket (\$60/person) <input type="checkbox"/> \$ _____	¼ Page Ad <input type="checkbox"/> \$ 50.00
	½ Page Ad <input type="checkbox"/> \$ 75.00
	Full Page Ad <input type="checkbox"/> \$ 100.00

A registration fee discount will apply for vendors who commit to being a sponsor with in-kind or tax deductible financial contributions towards the conference. They will also be noted as corporate sponsors in all conference materials. If your corporation/organization is interested, please indicate the specific area below and see the attached wish list and sponsor benefits:

<input type="checkbox"/> Items of information for guest bags	<input type="checkbox"/> Door Prizes	<input type="checkbox"/> Silent Auction Items
<input type="checkbox"/> Other		



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Exhibitor Application Continued

Method of Payment (Payment must accompany this application)

- Make check payable to *Diamond In The Rough*

Amount _____ Check Number _____

- Credit Card

Amount _____

Card Type

Master Card _____ VISA _____ Other _____

Account Number _____

Expiration Date _____ Security Code _____

Account Name _____

Account Holder Signature _____

Fax Application with Credit Card to:
(678) 376-9716

OR

Mail Check/Money Order to:
Diamond In The Rough
Exhibitor Application
2140 McGee Road
Suite C-640
Snellville, GA 30078

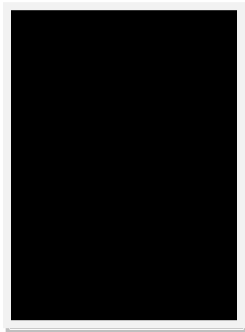


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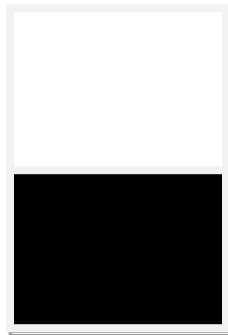
Leading Ladies Luncheon Sponsorship/Advertisement Souvenir Booklet

Diamond In The Rough will publish a Souvenir Booklet in association with the 2019 Leading Ladies Luncheon. This Booklet will be distributed to each attendee, sponsor, patron, donor, and advertiser. Sponsorship levels and advertisement fees are outlined below:

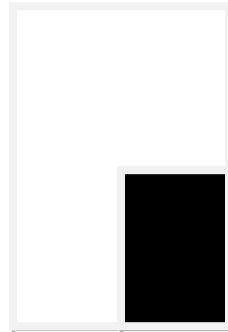
SPONSORSHIP LEVELS



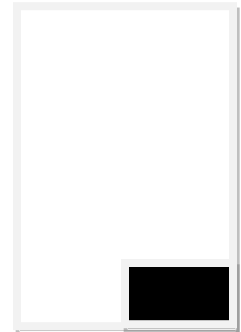
FULL PAGE
8.5 x11 Inches
\$100



HALF PAGE
8.5 x 11 Inches
\$75



QUARTER PAGE
4.25 X 5.5 Inches
\$50



BUSINESS CARD
3.5 x 2 Inches
\$25

Ads must be in the exact size and camera ready. No changes or additions may be made once received by the Souvenir Booklet Committee. All materials received must be of good quality and forwarded by mail or electronically. All electronic files must be saved in .jpeg or .tiff formats. Payments can be made by - Cash, Check, Money Order, or Credit Card (VISA or MasterCard). Make checks payable to: ***Diamond In The Rough***.

~ ADVERTISEMENT DEADLINE IS March 15, 2019 ~

Name: _____ Company: _____

Address: _____ City: _____ Zip: _____

Phone : _____ Email: _____

Payment Type: Cash Check Money Order Credit Card

Credit Card #: _____ Exp: _____ Auth Code: _____

Ad Size: Business Card ¼ page ½ page Full color