



**Islamic Circle of  
North America  
Southeast Region**

**VENDOR REGISTRATION FORM**  
**28<sup>th</sup> ICNA-MAS Southeast Convention 2023**  
**Dec 22<sup>nd</sup> – Dec 24<sup>th</sup>, 2023**  
**Renaissance Concourse Atlanta Airport Hotel**  
**One Hartsfield Center Pkwy · Atlanta, GA 30354**

No: _____	Date: _____
Paid _____	
Booth#s _____	
(for office use only)	

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

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

Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Business Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Nature of Business:** \_\_\_\_\_

**Booth Prices:** SPONSOR - \$1500 PRIME – \$1000 MERCHANDISE 1– \$700  
 MERCHANDISE 2– \$650

**Booth Choice:** 1<sup>st</sup>. \_\_\_\_\_ Total Price: \$ \_\_\_\_\_  
 2<sup>nd</sup>. \_\_\_\_\_ Total Price: \$ \_\_\_\_\_

Your choice is not guaranteed. Booths will be assigned on first come first serve basis.

**I agree with the decision of Bazaar Committee:** \_\_\_\_\_  
 (Signature)

**Payment Method:** Check  Money Order  Credit Card  (Visa  Master  Disc )

Credit Card# \_\_\_\_\_

EXP: \_\_\_\_\_ / \_\_\_\_\_

I authorize ICNA to charge the above mentioned card for the total amount as mentioned above.

Name on Credit Card: \_\_\_\_\_ Signature: \_\_\_\_\_

**Billing Address (if different from above)**

Street Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ ST. \_\_\_\_\_ Zip \_\_\_\_\_

**Islamic Circle of North America**  
**BOOTH RESERVATION CONTRACT**  
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**Due to limited space, only vendors from Atlanta / Southeast Region will be preferred.**

- 1).** Complete application with this **Contract** and FULL payment must be received by email to [vendors@icnaga.org](mailto:vendors@icnaga.org), or mail to **ICNA, PO Box 1085, Lilburn GA 30048**, or FAX at **(815) 425-4635**. **2).** Unsigned, uncompleted or without full payment, applications will not be considered at all. **3).** After the Vendor application is reviewed and accepted by ICNA, vendor will be issued a confirmation email in conjunction with and subject to the terms of this contract. If this Contract is rejected and no confirmation is issued, the Vendor shall receive a refund within 30 days if fees have been charged or deposited. **4).** **Full refund will be issued for cancellations made by exhibitor prior to Dec 3<sup>rd</sup>. From Dec 4<sup>th</sup> to Dec 18<sup>th</sup> only a 50% refund will be issued. No refunds will be issued for cancellations made after Dec 18<sup>th</sup> and for those who violate terms of this agreement.** **5).** All vendors will have complimentary entry for 2 persons per booth to the Convention; However they need to make their own hotel reservations. **6).** All exhibitors can setup their booths by Friday (Dec 23<sup>rd</sup>) morning and should be dismantled by Sunday (Dec 25<sup>th</sup>) afternoon. **7).** All exhibitors are required to clean and remove the trash from their booth space, before leaving the convention. **8).** Exhibitor must help maintaining the Islamic Environment throughout the Convention, and respect five times prayer (AZAN & JAMAAT). **9).** Vendors must keep the Cassette / CD / Computer volume low during the sessions. **10).** **All exhibitions will be completely Closed during the Main Session on Saturday night – No Exceptions.** **11).** Vendors must follow all the Hotel Rules & Regulations – and – the rules established by ICNA Bazaar Committee. **12).** Exhibitors will not move from an assigned booth to another booth, assume additional booth space by moving their stuff beyond the booth boundary markers, or move booth tables and chairs from and between other booths without proper authorization. **13).** ICNA reserves the right to retract the Confirmation Email and Contract and therefore close any exhibit and eject any exhibitor or exhibitor's staff immediately from the Bazaar and convention area who/which participate(s) in illegal or un-Islamic activities of any kind, is/are involved in any way with disruptive or dangerous activities, violate(s) any of the terms or conditions of this agreement, or do(es) not immediately comply with instructions given by the ICNA Bazaar Coordinator. **14).** Exhibitors and their staff indemnify and hold harmless the Islamic Circle of North America and its staff, volunteers & agency's from and against all cost, damages judgments or legal expenses which may arise from this agreement, set-up, exhibition, participation or dismantling activities during, before, and after the convention. Exhibitor also assumes all risks of loss, injury, theft or damage of any kind or nature whatsoever to any exhibit or component thereof; including but not limited to goods, merchandise, cash, records, or any other property. Further, exhibitors are expressly bound, at their expense, to repair any damage that they may cause to the bazaar fixtures or the Renaissance Atlanta Waverly Hotel property through unauthorized modifications or movements or their exhibit. **15).** Exhibitors and their staff indemnify and hold harmless the Renaissance Atlanta Waverly Hotel and their respective agents against any claim or expenses arising out of the use of the exhibition premises. The exhibitor understands that neither ICNA nor the Renaissance Atlanta Waverly Hotel maintain insurance covering the exhibitor's property and it is the sole responsibility of the exhibitor to obtain such insurance. **16).** The terms and conditions in any attachment, like bazaar map, to this contract are part of this contract.

As an authorized agent of this business or organization, I have read and under-stood this contract and agree to abide by its terms and conditions. I also authorize ICNA to charge my Credit Card (as provided on the attached booth reservation form) for the said amount.

Name of Business (in Capital): \_\_\_\_\_

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