



National Black Lesbian Conference



Become a Conference Supporter

Exhibitor/Vendor Booth

Program Book Advertisement

Sponsorship



**NATIONAL BLACK LESBIAN
CONFERENCE
April 7-10, 2005
Dallas Texas
Hilton Dallas Lincoln Centre**

Zuna Institute requests your support as a sponsor of the 3rd National Black Lesbian Conference. The conference will be held April 7-10th, 2005 at the Hilton Dallas Lincoln Center, Dallas, Texas. Zuna Institute is the official organizing body for this event. Zuna will assure all sponsors maximum and effective exposure to our conference participants who represent a prime untapped demographic market consisting of African American women throughout the country between the ages of 18 - 65, with annual incomes of \$25,000 - \$90,000+. A large number of our participants are from the West Coast, since Zuna Institute is located in Northern California. We have several organizations and sponsors who are aiding us the success of event and we invite your participation, too.

The conference has multiple purposes, although convening Black Lesbians nationally to create a platform for future advocacy is our primary purpose. Our theme "Taking Change: Health, Community, Family," means we no longer give the power of change to others. We must take charge and make changes for ourselves. This three-day event of over 500 Black Lesbians participants will include powerful workshops and seminars that touch on the social, and political, aspects of Black Lesbians' experiences.

Zuna Institute is a national advocacy organization for Black Lesbians created to address the need of Black Lesbians in the areas of health public policy, education, and economic development. Through community organizing, training, and networking Zuna institute will focus on eliminating, barriers that black lesbian's face within the black community based on sexual orientation and in the LGBT community based on race. We can't do it alone. We are counting on the strong support of great corporations like yours to help make it happen.

Please return the enclosed sponsor form by March 1, 2005 indicating your level of participation. This will ensure your organizations the maximum exposure.

Please let me know if there are any questions you have about our organization or the National Black Lesbian Conference. I can be reached at 916.419.5075 or via e-mail at framsey@zunainstitute.org.

We look forward to working with you.

Sincerely,

Francine Ramsey
Co- Founder, Executive Director



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HISTORY

In 1999, Zuna Institute was born at the kitchen table of sistahs who believe that the black lesbian community can benefit from a national presence. The discussion focused on creating an organization that will advocate on behalf of black lesbian's on a national level. While it is apparent that Black Lesbians across the country are doing the grassroots work to improve the quality of our lives, Zuna has built on this work by creating an organization that would advocate our position on issues on a national level. Zuna Institute has bridged the gap between geographically dispersed organizations and communities to provide a vehicle where we have join forces to become a more visible national community.

MISSION

Zuna Institute is a National Advocacy Organization for Black Lesbians that was created to address the needs of black lesbians in the areas of Health, Public Policy, Economic Development, and Education.

VISION

The vision for Zuna Institute is to call upon our national collective wisdom, strength and courage to improve the quality of Black Lesbians lives, by eliminating barriers that we face on a daily basis. These barriers are deeply rooted in public policies that encourage homophobia, economic and educational injustices, and all other forms of discrimination

PURPOSE

Zuna Institute is a not for profit national advocacy organization for Black Lesbians. Its focus is the economic development, education, public policy support, and improved health of its constituents. Through community organizing, training, and networking Zuna Institute will focus on eliminating barriers that black lesbian's face within the black community based on sexual orientation and in the LGBT community based on race. Zuna Institute will also host a bi-annual national conference where black lesbians come together to address the issues of our communities and organizations.



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Exhibitor/Vendor Information

All vendor application must be received before March 15, 2005

Exhibit space is limited and will be filled on a first-come first-served basis. Applications with full payment received by March 1, 2005 will guarantee listing in Program Book

Exhibit Schedule:

- Set-Up Date/Hour Thursday April 7, 2005 6pm-10pm
- Teardown Date/Hour Sunday April 10, 2005 9am – 12pm

Exhibit Space Includes:

- One- 6ft x 30ft table per vendor with box skirt, 2 chairs, and trash can
- Basic electricity and connection, general maintenance of aisles, hotel lighting, heating, air conditioning, and ventilation.

Exhibit space does not include:

- Drayage and placement of display equipment
- Decoration and related services
- Guard Services
- Labor; i.e., carpenters, electricians, and drapers.
- Special lighting, special electrical power, or special connection and/or telephone lines and connection
- Gas or water supply

Additional fees will apply if above services are required.

Zuna Institute does not expedite any additional equipment. Please contact hotel for fees and installation at:

HILTON DALLAS LINCOLN CENTRE
5410 LBJ Freeway
Dallas, Texas 75240
Phone: 972-701-5202 Fax: 972-701-5210

Storage:

There will be a locked storage area available. All Exhibitors are responsible for breakdown each day to transport into storage area if applicable.

Exhibitor/Vendor Shipping Requirements

Exhibitors can ship items to hotel no more than 2 days prior to April 7, 2005. **All exhibitor materials must be shipped to hotel addressed to you. Do not ship items to Zuna Institute.**

Zuna Institute will not be responsible for any vendor/exhibitor materials.

_____ Initial required as an acknowledgement of understanding.



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Exhibitor/Vendor Contract

All vendor applications must be received before February 15, 2005

Nametag will be produced from information provided below

First Name	Last Name	Date
Mailing Address		City, State Zip Code
Telephone	Fax	Email Address
Business Name/Organization		
Mailing Address		City, State Zip Code
Telephone	Fax	Cell Phone

Arrival Date/Time _____

Please describe your exhibit and the materials you are displaying/selling.

List additional person working with Exhibit. Nametag will be issued.

First Name	Last Name	Address	City/State/Zip

Exhibitor Fees - Resale License may be required. Contact vendor@zunainstitute.org for information

- Non-Profit - Sales \$150.00**
- Non Profit Information Only \$90.00**
- For Profit – Sales \$225.00**
- For Profit – Information Only \$175.00**

_____ **Total Amount Enclosed**

With your signature you agree to the terms outlines on the Exhibitor Information Form, and agree to the following. Exhibitor assumes responsibility and agrees to indemnify and defend Zuna Institute and Hilton Dallas Lincoln Centre against any claim or expenses arising out of the use of the exhibition space. The Exhibitor understands that Zuna Institute and Hilton Dallas Lincoln Centre maintains no insurance covering the Exhibitor’s property, and it is the sole responsibility of the Exhibitor to obtain such insurance.



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Program Book Advertisement

Advertise your Business or Organization in the Souvenir Program Book or just send a shout out in support of the National Black Lesbian Conference.

ADVERTISING INFORMATION

Zuna Institute is proud to announce the 3rd National Black Lesbian Conference Souvenir Program Book. It's distributed free of charge to Black Lesbians and GLBT organizations. The Program Book will display the weekend activities, descriptions of workshops, and resource directory.

Utilize the Souvenir Program Book as your prelude to this community. This year's distribution of the Souvenir Program Book will saturate the Black Lesbian Community, their friends, and supporters. All net proceeds from the Program Book will benefit the National Black Lesbian Conference.

DISPLAY ADVERTISING RATES

Full page - (8½" X 11")	\$600.00
Half page (Vertical - 3 7/8" X 10 ½") (Horizontal - 8" X 5 ¼")	\$350.00
Quarter Page - (4" X 5 1/4")	\$175.00
Eighth Page/Business Card	\$95.00

MECHANICAL REQUIREMENTS

All ads must be submitted in 300 dpi EPS, PSD, or PDF color format.

If your original material is larger or smaller than advertisement size, Zuna Institute will charge a (20%) surcharge of the advertisement's full rate, to make the advertisement camera ready. Upon receipt of your ad, you will be notified of an additional fee if required by our graphic artist.

Email artwork to: advertise@zunainstitute.org

We will work with you!! Your success is our success.



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POLICIES AND REGULATIONS

Acceptance of advertising is subject to Zuna Institute's approval including but not limited to copy, text, photography, and illustration. All advertisements are published in the representation that an advertiser and/or the advertising agency agree to indemnify and save harmless Zuna Institute from any and all liabilities, loss, and expense of any nature arising out of such publication of contents of advertising.

Advertisers and advertising agencies are responsible for text, representation, illustrations and/or photography and all other contents advertisements accepted and published by Zuna Institute and are further responsible without limitation for any and all claims made thereof against the officers, participants, organizers, volunteers and etc. of Zuna Institute. Advertisers and advertising agencies are responsible for proofreading their advertisement.

Zuna Institute reserves the right to mark any advertisement "Paid Advertising" or "Advertising" if, in the judgment of the publisher, it looks like editorial content.

Advertising and advertising agencies are further responsible, without limitation, for any and all claims made within the advertisement.

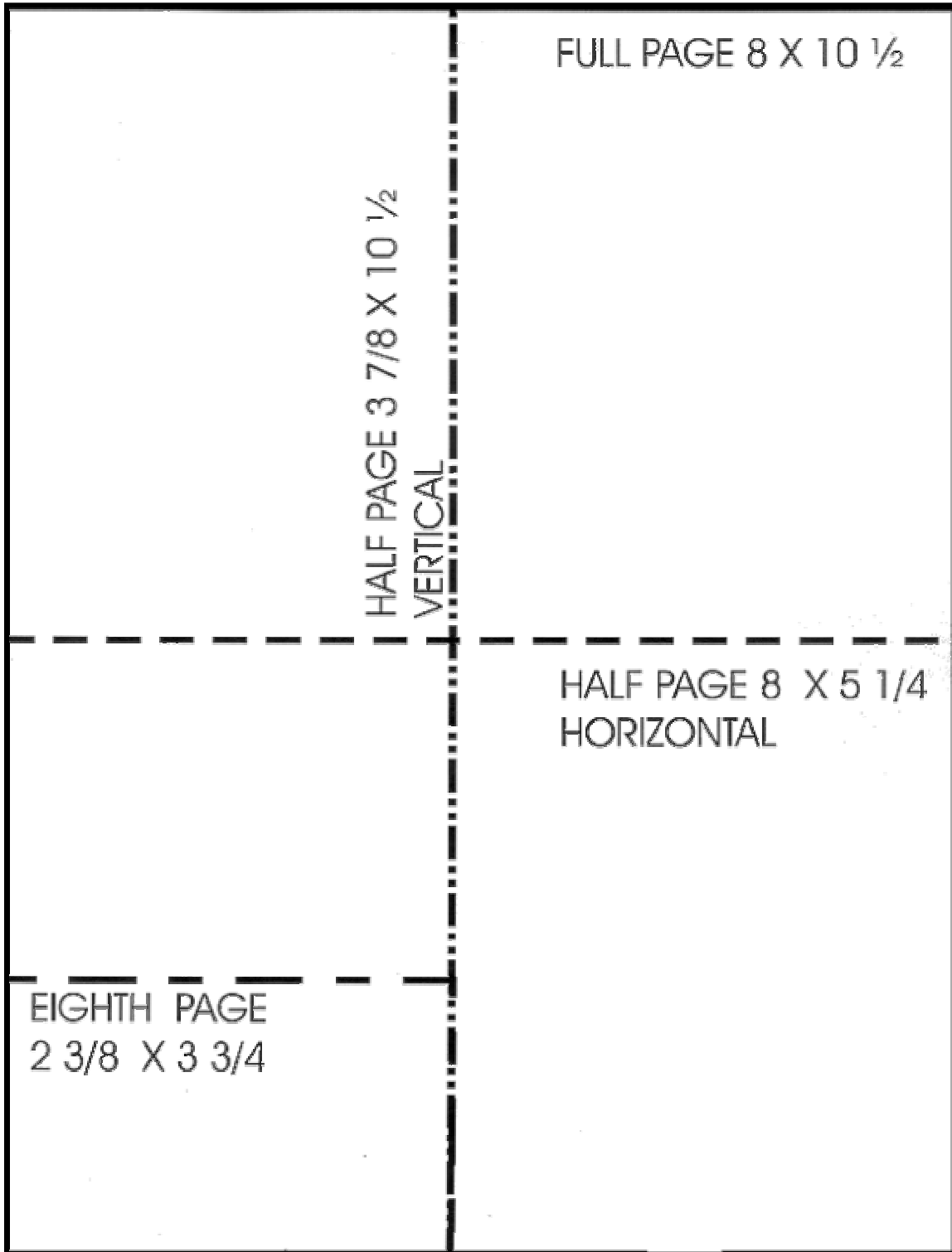
Zuna will not be held liable for the return of any submitted advertising artwork. Advertisers should enclose a stamped, self-addressed envelope to facilitate the return of any advertising materials.

Zuna Institute reserves the right to reject any advertisement which, in its opinion, does not meet the ethical, social, aesthetic and fair practice standard of NBLC and accepts no liability for its failure, for any cause, to publish an advertisement. Liability for any error made by Zuna Institute appearing in an advertisement is limited to the cost of the space actually occupied. No allowance, however, will be granted for an error that does not materially affect the value of the advertisement. To qualify for an adjustment, any error must be reported within ten (10) days of publication. Drawing, artwork and articles for reproduction will be accepted only at the advertisers; risk and should be clearly marked to facilitate return.

Advertisers will be presumed to have read this ADVERTISEMENT INFORMATION and agreed to its conditions without any further contact or notice.



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Advertisement Submission Form

Name: _____

Title: _____

Organization: _____

Mailing Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone: () _____ Fax: () _____

E-mail Address: _____

Choose your advertisement size:

Full Page - \$600.00	Half Page - \$350.00	Quarter Page - \$175.00	Business Card - \$95.00
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What file format is your artwork in? Check one.

<input type="checkbox"/>	PSD	<input type="checkbox"/>	JPEG	<input type="checkbox"/>	GIF	<input type="checkbox"/>	PDF
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Total Amount Enclosed _____

Payment Method:

Please submit check or money order payable to Zuna Institute

Zuna Institute

4660 Natomas Blvd #120-181

Sacramento, CA 95835

Telephone: 916-419-5075

Fax: 916-419-0738

Email advertise@zunainstitute.org, if you would like to pay via PAYPAL.

Signature _____

Signature signifies all policies have been read and understood. All cancellations must be in writing and submitted by February 15, 2005. All cancellations after February 15, 2005 are not refundable. All cancellations will be assessed a \$25.00 processing fee. All cancellations will be refunded after April 30, 2005.



Sponsorship

Platinum Sponsors (Ruth Ellis) — Contributors of \$20,000 or more will receive:

- Exclusive event sponsor of a major event (i.e. welcome reception)
- Recognized as Platinum sponsor on all media advertising
- Full page advertisement on front inside or back cover of Program Book
- Banner placement in the main ballroom
- Your promotional item included in program bags distributed to participants
- Table reserved at the Banquet
- Public acknowledgement during all plenary sessions
- Logo on all marketing materials, advertising, media, and links to website
- Exhibit booth
- Registration complimentary for 6 (six) participants

Gold Sponsors (Audre Lorde) — Contributors of \$10,000 will receive:

- Recognized as Gold on all media advertising.
- Full page advertisement on the front/back inside cover of Program Book
- Banner placement in the main ballroom
- Table reserved at the Banquet
- Public acknowledgement during all plenary sessions
- Your promotional item included in program bags distributed to participants
- Logo on all marketing materials, advertising, media, and links to website
- Exhibit booth
- Registration complimentary for 5 (five) participants

Silver Sponsors (Pat Parker) — Contributors of \$5,000 will receive:

- Full page advertisement inside cover of Program Book
- Banner placement in the main ballroom
- Table reserved at the Banquet.
- Public acknowledgement during all plenary sessions
- Your promotional item included in program bags distributed to participants
- Logo on all marketing materials, advertising, and links to website
- Exhibit booth
- Registration complimentary for 4 (four) participants

Sponsorship

Bronze Sponsors (Christine Tripp) — Contribution of \$2,500 will receive:

- Half page advertisement in front pages of Program Book
- Priority Seating at Banquet
- Public acknowledgement during all plenary sessions
- Logo on all marketing materials, advertising, and links to website
- Exhibit booth
- Registration complimentary for 3(three) participants

Friends of Zuna (Ruth Waters) - Contributions of \$1,000 will receive:

- Quarter page advertisement in Program Book
- Logo on all marketing materials, advertising, and links to website
- Exhibit booth
- Registration complimentary for 1(one) participants

Community Based Organization (N'tombe Howell) — Contributions of \$500 will receive:

- Acknowledgement in conference Program Book
- Exhibit booth

Individual Registration — Conference registration includes workshops, banquet, brunch, and networking sessions.



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Sponsorship Application

Please return this form and your check to: **Zuna Institute**, 4660 Natomas Blvd #120-181, Sacramento, CA 95835. Zuna Institute is a non-profit 501c3 organization. The Tax ID is # 94-3378067.

COMPANY NAME _____

CONTACT NAME/TITLE _____

MAILING ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____

FAX NUMBER _____

E-MAIL ADDRESS _____

CONTRIBUTION \$ _____

Put an X next to your sponsorship level:

Ruth Ellis	Audre Lorde	Pat Parker	Christine Tripp	Ruth Waters	N'tombe Howell	
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_____ A check is enclosed for our sponsorship contribution.

_____ Unfortunately, we won't be able to participate in the sponsor categories listed.
Enclosed is a contribution to **Zuna Institute**.

Mail Sponsorship Application to:

Zuna Institute
4660 Natomas Blvd #120-181
Sacramento CA 95835
916 419-5075 office
916 419-0738 fax

All Sponsor Applications are due by March 1, 2005