Karibu! (Welcome)

The North Carolina Black Repertory Company, producer of the National Black Theatre Festival®, extends a warm welcome and an invitation to all vendors to join us at the upcoming festival, Monday, July 29 – Saturday, August 3, 2019 in Winston – Salem, NC. In 2017 over 60,000 patrons attended the six day event with over 50 celebrities of film, television and stage performances.

The NBTF is the fulfilled vision of NCBRC executive and artistic director, the late Larry Leon Hamlin. An accomplished producer, director and actor, Hamlin wanted to establish a venue at which theatre professionals could earn a living and simultaneously sustain Black Theatre. Now in its twenty second year, this International Celebration and Reunion of Spirit will feature more than 120 performances by professional Black theatre companies from around the world as well as workshops, seminars, youth activities, film screenings and of course, the International Vendors’ Market.

The vibrant International Vendors’ market with unique art, custom jewelry, exclusive clothing, and much more will open to the general public on Wednesday, July 31 – Saturday, August 3, 2019 in the Newly Renovated Benton Convention Center in downtown Winston-Salem.

A complete package of information including a Vendor Booth Application, Vendor Contract outlining market rules and regulations, and a floor plan enabling you to choose your location preferences is enclosed. REGISTER EARLY! LIMITED SPACE

- **(Early Bird Rate)** Vendor booth $800.00/Corner booth $925.00
- **(After June 30, 2019)** Vendor booth $925.00/Corner $1,125.00

To secure your space, we must receive the completed application, signed contract, and payment submitted or postmarked no later than June 30, 2019 for Early Bird Booth Registration and to be included in the 2019 International Vendors Market Vendors Guide. The Vendors Guide will list all vendors by name and booth number. Booth locations are assigned upon receipt of completed forms and payment in full.

Come be a part of this marvtastic experience! Read all attached information. Complete vendor registration forms and return with payment submitted or postmarked no later than June 30, 2019 for Early Bird Booth Registration. If you have any questions call (704) 332-5819 Monday – Friday, 9:00am – 5:00pm (EST) or email rcdowell@themaeventnc.com.

Much success,

Rhonda E. Caldwell

Rhonda E. Caldwell
2019 NATIONAL BLACK THEATRE FESTIVAL®
INTERNATIONAL VENDORS MARKET
VENDOR AGREEMENT

We hereby agree to the rules and regulations of the North Carolina Black Repertory Company’s National Black Theatre Festival®, as herein set forth on the following pages of this contract, all of which make a part thereof, and request the following exhibit space for our use. We understand that this contract does not constitute or ensure space. Space is assigned on the basis of priority to qualified applicants with products/services not already substantially represented in show. The National Black Theatre Festival® reserves the right in its sole discretion to make adjustments to the Vendor, The Benton Convention Center diagram and placement of vendor spaces as may be required by fire marshal or other logistical restrictions.

We understand that full payment of established vendor registration fee per booth must accompany this contract in the form of cashier’s check, money order or charge submitted or postmarked by early registration deadline, June 30, 2019. A late registration fee of $125.00 per booth will be charged if payment is submitted or postmarked after the June 30, 2019 deadline. PLEASE NOTE: ALL FEES ARE NON-REFUNDABLE and Vendor Booths must be manned at all times during the Vendors Market hours of operation.

VENDOR SPACE CONTRACT RULES & REGULATIONS

ALL VENDORS MUST SUBMIT PHOTOGRAPHS OF THEIR BOOTH(S) including signage, product, and set-up with application. Booth Space will not be guaranteed without photo.

1. The Vendor reserves, through the North Carolina Black Repertory Company, host of the National Black Theatre Festival®, exhibit space for the purpose of displaying, promoting and selling exhibit services and/or products.

2. The leased 10 x 10 Vendor’s space (approximate) with 8’ high curtain backdrop and 3’ side rails as furnished by the North Carolina Black Repertory Company will consist of one (1) 8’ skirted table, two (2) chairs, (4) Vendor’s name badges and company sign. No construction that may obscure the view of adjacent Vendors is allowed at the sides or back of booths. No metal tent bar structures will be allowed. An advance service order for any additional equipment and electrical power will be emailed once your application has been received.

3. All dimensions and locations shown on the official floor plan are believed, but not warranted to be accurate. North Carolina Black Repertory Company, Inc. reserves the right to make such modifications as may be necessary to meet the needs of the Vendors and the exhibit program.

4. No vendor will be authorized to sell National Black Theatre Festival® Merchandise. Any vendor attempting to sell North Carolina Black Repertory Company or Event merchandise will be subject to immediate expulsion from the The Benton Convention Center.
5. The Benton Convention Center is the official exhibit location. No vendor will be authorized to solicit sales in any fashion in any other area associated with the National Black Theatre Festival® except in the space for which it has contracted. The soliciting of sales outside of The Benton Convention Center will forfeit the vendor’s right to a booth.

6. Vendors will be assigned space in the The Benton Convention Center on a first come, first served, basis as contracts and payments are received by the Vendor Coordinator. Final Booth assignments will be emailed by July 15, 2019.

7. All booths must be assembled and ready for display by Wednesday, July 31, 2019, at 1:00pm. Failure to assemble and operate your booth at the hours scheduled will forfeit your right to your booth for the remainder of the Festival.

8. The vendor understands and agrees that in as much as the North Carolina Black Repertory Company will provide a facility for promotion and sale of the vendor’s products, services, and/or process this shall not be construed as an endorsement of the exhibition’s products/service by the North Carolina Black Repertory Company.

9. Vendors MAY NOT assign, sublet, or apportion any of the space contracted to any other firm, individual or organization without the expressed written permission of the Vendor Coordinator.

10. Vendors are expected to keep their Exhibit Booth clean and attractive.

11. The North Carolina Black Repertory Company will do its best to promote the presence of exhibits at the Festival. However, it is not liable or chargeable with any loss in sales, income, resales or commissions of the vendor.

12. Vendor applications will be accepted on site if space is available. THE FEE WILL NOT BE PRORATED.

13. Vendors are responsible for registering with the North Carolina Department of Revenue office before the event by calling (336) 487-0280.

14. Sound devices or any noise-making machines must be conducted or arranged so that the noise resulting from demonstrations will not annoy or disturb adjacent exhibitors. Operating methods of such devices must be approved before the opening of the International Vendors Market.

15. Vendors will not be allowed to sell illegal (bootlegged) copies of CD’s, cassette tapes, videotapes, or DVD’s of any kind in the International Vendors Market or The Benton Convention Center.

16. It is understood that all products, equipment and furniture of the vendor are placed and exhibited at the sole risk of the vendor. The North Carolina Black Repertory Company assumes no responsibility of any kind. Vendors should secure all valuable items after exhibit hours. The furnishing of security should not be deemed to increase the liability of the North Carolina Black Repertory Company, exhibit facility, or to modify in any way the assumption of risk.
An International Outreach Program of the
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2019 NATIONAL BLACK THEATRE FESTIVAL®
INTERNATIONAL VENDORS MARKET
VENDOR BOOTH APPLICATION

EXHIBIT DATES: JULY 31, 2019 – AUGUST 3, 2019

Company Name __________________________
(Please Print Company Name as it should appear on Signage)

Name _____________________________________
( Last) (First) (MI)

Address __________________________ ______City __________ State ______ Zip____

Home Phone: ( ) ________________________Cell Phone: ( ) ______________

Fax Number: ( ) ________________________ Contact Person: __________________________

Email Address: __________________________

Product Category:
Category 1: Apparel ● Category 2: Original Art ● Category 3: Jewelry/Accessories
Category 4: Beauty ● Category 5: Print Art ● Category 6: Home Accents/Gift ● Category 7: Original Music

Product Description: __________________________

• (Early Bird Rate) Vendor Booth Cost $800.00/Corner Booth $925.00
• (After June 30, 2019) Vendor Booth Cost $925.00/Corner Booth $1,125.00

$125 Late Fee Per Booth applies after June 30, 2019

Number of Booths: ______________
Booth Request: 1st _______ 2nd _______ 3rd _______
List booth requests in order of preference (See diagram on Page 8)

NO COMPANY OR PERSONAL CHECKS ACCEPTED/ALL FEES ARE NON-REFUNDABLE
MAKE ALL CASHIERS CHECKS/MONEY ORDERS PAYABLE TO:
NORTH CAROLINA BLACK REPERTORY COMPANY

Payment Method:
Cashier’s Check _______ Money Order ________ Credit Card _______ (Acct. #/Exp. Date/Sec. Code)

American Express# __________/_____________/____ Exp. Date_______ Sec. Code ______

Visa# __________/_____________/_____________ Exp. Date_______ Sec. Code ______

MasterCard# __________/_____________/______________ Exp. Date_______ Sec. Code ______

TOTAL AMOUNT ENCLOSED/CHARGED: $______________

SIGNATURE: ____________________ DATE: ______________
INSTALLATION: (Do Not Ship Advance Freight to The Benton Convention Ctr.)

Tuesday, July 30, 2019

MOVE-IN
4:00pm – 8:00pm

Wednesday, July 31, 2019

MOVE-IN
8:00am – 1:00pm

EXHIBITION HOURS:

Market Opens to General Public

Wednesday, July 31, 2019
2:00pm – 9:00pm

Thursday, August 1, 2019
11:00am – 7:00pm
8:00pm – 10:00pm

Friday, August 2, 2019
11:00am – 7:00pm
8:00pm – 11:00pm

Saturday, August 3, 2019
11:00am – 7:00pm
8:00pm – 11:00pm

DISMANTLE/BREAKDOWN HOURS:

Saturday, August 3, 2019
11:00pm – 1:00am

Sunday, August 4, 2019
8:00am – 11:00am

NOTE: ALL MERCHANDISE MUST BE REMOVED BY 12:00NOON ON SUNDAY, AUGUST 4, 2019. THE BENTON CONVENTION CENTER WILL NOT SECURE OR BE HELD RESPONSIBLE FOR ANY ITEMS LEFT AFTER 12:00NOON.

EXHIBITION HALL:
THE BENTON CONVENTION CENTER
301 WEST 5TH STREET
WINSTON-SALEM, NC 27101
SOUTH MAIN HALL UPPER LEVEL

LOADING DOCK:
THE BENTON CONVENTION CTR.
MARSHALL STREET ENTRANCE

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2019 NATIONAL BLACK THEATRE FESTIVAL®
INTERNATIONAL VENDORS MARKET
VENDOR ELECTRICAL/TELEPHONE SERVICE ORDER FORM

For questions regarding available electrical/telephone services, please contact:

Wanda Wallace, Convention Services
(336) 724-2300
Wanda.wallace@twincityquarter.com

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SUB-TOTAL COST

+6.75% SALES TAX

TOTAL COST

METHOD OF PAYMENT:

Cashier’s Check Amount $_________  Cash Amount (On-Site Only) $_________

Credit Card: American Express ________ Visa __________ MasterCard ________

Card # ____________________ Expiration Date: __________ Sec. Code _______

Authorized Signature ___________________ ________________________

Payment Policy: 100% advance payment or credit card information must accompany your order prior to move-in day to qualify for advance prices. All orders received without payment or ordered at the show will be charged on-site pricing. All payments for on-site orders must be made at the time of the request.

Name of Exhibition Show: **2019 National Black Theatre Festival®**

Company: ___________________________ Contact: ___________________________

Address: ___________________________ City, State, Zip: _______________________

Daytime Telephone#: __________________ Email: ___________________________

Date of Show: ______________________ Booth#: __________________________

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2019 NATIONAL BLACK THEATRE FESTIVAL®
INTERNATIONAL VENDORS MARKET
VENDOR CHECKLIST

PLEASE MAKE SURE YOU HAVE ALL THE ITEMS LISTED BELOW BEFORE RETURNING VENDOR INFORMATION

☐ VENDOR AGREEMENT- SIGNED & DATED
☐ COMPLETED VENDOR APPLICATION
☐ FULL BOOTH RENTAL FEE PAYMENT
☐ COMPLETED ELECTRICAL/TELEPHONE SERVICE ORDER FORM

THE BENTON CONVENTION CENTER
SOUTH MAIN HALL
10 x 10 BOOTHs
100 BOOTHs

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We want to award our vendors for a job well done! NBTF International Vendors Market judges will be observing as you showcase your talents. Ribbons will be awarded on Thursday, August 1, 2019 during the after “5” break.

BEST BOOTH DISPLAY AWARD
A vendor will be awarded the purple “Grand Prize” ribbon for best booth display that demonstrates creativity, neatness, and has followed specific guidelines of the National Black Theatre Festival.

- Vendor Booth Discount ($300.00)

MOST INNOVATIVE PRODUCT OR SERVICE AWARD
A vendor will be awarded the purple “Grand Prize” ribbon for most innovative product or service that demonstrates a unique approach to product presentation.

- One Free Room Night Stay at designated Festival Hotel

SPIRIT OF THE FESTIVAL AWARD
A vendor will be awarded the purple “Grand Prize” ribbon for Spirit of the Festival when a vendor demonstrates pride in festival participation, customer service above and beyond the pursuit of profit, and a spirit of generosity.

- Dinner for 2 at Graze Restaurant

GOOD LUCK!!!