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, engaging book authors 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 an Authors Alley Booth Application and a Authors Contract outlining market rules and regulations. Booth Location will be in the alley outside of the South Exhibition Hall tables will be set under a tent. The Vendors Guide will list all vendors and information. If you have any questions call (336) 723-2266  Fax: (336) 723-2223.

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 and authors 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 to: 2019 NBTF Vendors Market, 419 Spruce Street, Winston-Salem, NC 27101. Cashier’s checks, money orders should be made payable to the North Carolina Black Repertory Company. The NCBRC also accepts Visa, Mastercard, and American Express.

We look forward to seeing your merchandise displayed at the 2019 National Black Theatre Festival® International Vendors Market. If you have any questions call (704) 332-5819 Monday – Friday, 9:00am – 5:00pm (EST) or email rcaldwell@themaineventnc.com.

Much success,
Rhonda E. Caldwell
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 July 1, 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. 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.
17. The vendor assumes entire responsibility and agrees to protect, defend, indemnify, and render the North Carolina Black Repertory Company, Vendor Coordinator, The Benton Convention Center and their members/employees and agents harmless against all claims, losses, theft, damages to persons property, government charges or fines and attorney fees arising out of or caused by the vendor’s installation, removal, maintenance, occupancy or use of exhibition premises, or part thereof, excluding such liability caused by the sole negligence of the aforementioned parties. Each vendor shall purchase his own insurance covering the exhibition property and losses by the vendor.

18. Fire and safety laws, and federal, state and city laws must be strictly observed. Cloth decorations must be flame proof. Wiring must comply with Winston-Salem Fire Department and underwriters rules. Smoking in the exhibit area and smoke devices are forbidden. Exhibits cannot block aisles and fire exits. Flammable liquid and hazardous fumes are not permitted without expressed permission from the Vendor Coordinator.

19. If an act of God, war, fire, strike, or any outside cause such as any agency, organization, institution or person not party or privy to this lease, or other emergency, prevents the National Black Theatre Festival® from being held, the North Carolina Black Repertory Company may retain such part of the vendor’s rental fee required to compensate the North Carolina Black Repertory Company for expenses incurred up to the time such contingency shall have occurred.

20. ALL BOOTH RENTAL FEES MUST ACCOMPANY THIS APPLICATION IN ORDER TO BE AN NBTF CONFIRMED VENDOR—NO PARTIAL PAYMENTS ACCEPTED. ALL FEES ARE NON-REFUNDABLE.

21. The North Carolina Black Repertory Company will not grant or guarantee exclusive rights to any vendor. Vendors will not be allowed to change vendor booth assignments once they are assigned.

22. Vendors will not be allowed to sell edible merchandise or beverages.

23. The lottery is now legal in North Carolina, however selling lottery tickets or conducting lottery activities is not allowed in the International Vendors Market and The Benton Convention Center.

24. As a vendor, I will provide superior service, quality merchandise and ship orders in the timeframe promised so as to not damage the reputation and high standards established by the NCBRC/NBTF.

I HAVE READ AND AGREE TO ADHERE TO THE RULES AND REGULATIONS AS OUTLINED REGARDING VENDORS AND EXHIBITORS FOR THE NATIONAL BLACK THEATRE FESTIVAL®. I UNDERSTAND THAT ALL RULES AND REGULATIONS BECOME A PART OF THE CONTRACT BETWEEN THE NORTH CAROLINA BLACK REPERTORY COMPANY AND VENDOR. THEY HAVE BEEN FORMULATED IN THE BEST INTEREST OF ALL CONCERNED. ALL ISSUES NOT COVERED WILL BE DECIDED BY THE NORTH CAROLINA BLACK REPERTORY COMPANY BOARD OF DIRECTORS.

SIGN & DATE

______________________________  __________________________
Name (Print)                        Date

______________________________  __________________________
Name (Signature)                    Company Name
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: BOOK AUTHOR/WRITER

Product Description: ___________________________________________________

- Authors Alley Vendor cost $250.00/Corner booth $350.00 (EARLY BIRD)
  $50 Late Fee Per Booth applies after June 30, 2019

Registration Fee includes: 6ft. Table, 2 chairs, linen, and table sign

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: ______________________
EXHIBITION SCHEDULE

INSTALLATION: (Do Not Ship Advance Freight to The Benton Convention Ctr.)

Tuesday, July 30, 2019
4:00pm – 8:00pm

Wednesday, July 31, 2019
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 12:00 NOON ON SUNDAY, AUGUST 4, 2019. THE BENTON CONVENTION CENTER WILL NOT SECURE OR BE HELD RESPONSIBLE FOR ANY ITEMS LEFT AFTER 12:00 NOON.

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
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#: __________________________
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

2019 NATIONAL BLACK THEATRE FESTIVAL®
INTERNATIONAL VENDORS MARKET
AUTHORS ALLEY AWARD

We want to award our authors for a job well done! NBTF International Vendors Market judges will be observing as you showcase your talents. Ribbons will be awarded on Friday, August 2, 2019 during the after “5” break.

SYLVIA HAMLIN LITERARY AWARD
An author in Author’s Alley will be awarded the purple “Grand Prize” ribbon when an author demonstrates exceptional literary qualities (plot, characterization, narration, and style) for original works.

• Vendor Booth Discount ($50.00)

COFFEE & CONVERSATION
Join us on Saturday, August 3 2:00pm – 6:00pm for Coffee & Conversation in Benton Convention Center Lobby as each author will be scheduled to present their literary works. Times will be assigned on Thursday, August 1 after check-in.