

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, August 1 – Saturday, August 6, 2011 in Winston – Salem, NC. In 2009 over 68,000 patrons attended the six day event.

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 International Vendors' market will open to the general public on Wednesday, August 3 – Saturday, August 6, 2011 in the Twin City Quarter/M.C. 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

- Vendor booth cost \$775.00/Corner booth \$875.00 (May 1, 2010 – June 10, 2011)
- Vendor booth cost \$875.00/Corner booth \$975.00 (after June 10, 2011)
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To secure your space, we must receive the completed application, signed contract, and payment submitted or postmarked no later than **Friday, June 10, 2011 for Early Bird** Booth Registration and to be included in the 2011 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 to: 2011 NBTF Vendors Market, 610 Coliseum Drive, Winston-Salem, NC 27106. Cashiers 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 2011 National Black Theatre Festival® International Vendors Market. If you have any questions call (888) 332-5813 Monday – Friday, 9:00am – 5:00pm (EST) or email rcaldwell@themaineventnc.com.

Much success,

Rhonda E. Caldwell

Rhonda E. Caldwell
NBTF Vendor Coordinator
Attachments

**2011 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, MC 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 of \$775.00 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 10, 2011. A late registration fee of \$100.00 per booth will be charged if payment is submitted or postmarked after the June 10, 2011 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

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. Enclosed is an advance service order for any additional furniture, equipment, and electrical power.**
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 M.C. Benton Convention Center.
5. The M.C. 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 M.C. Benton Convention Center will forfeit the vendor's right to a booth.

6. Vendors will be assigned space in the M.C. Benton Convention Center on a first come, first served, basis as contracts and payments are received by the Vendor Coordinator.
7. All booths must be assembled and ready for display by Wednesday, August 3, 2011, at 12:00noon. 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) 896-7024.
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 M.C. 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, M.C. 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 said 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 M.C. 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

**2011 NATIONAL BLACK THEATRE FESTIVAL®
INTERNATIONAL VENDORS MARKET
VENDOR BOOTH APPLICATION**

EXHIBIT DATES: AUGUST 3 – 6, 2011

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

Name _____
(Last) (First) (MI)

Address _____ City _____ State _____ Zip _____

Home Phone: () _____ Work Phone: () _____

Fax Number: () _____ Contact Person: _____

Email Address: _____

Product Category: _____
Category 1: Apparel – Category 2: Original Art- Category 3: Jewelry/Accessories
Category 4: Books – Category 5: Print Art – Category 6: Dolls – Category 7: Original Tapes

Product Description: _____

* **Book Authors only please email us to secure a space in Authors Alley**

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 - Vendor booth cost \$875.00/**Corner booth \$975.00** (after June 10, 2011)
- \$100 Late Fee Per Booth applies after June 10, 2011

Number of Booths: _____ Booth Request: 1st _____ 2nd _____ 3rd _____
List booth requests in order of preference

**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:

Cashiers 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: _____

YEARS EXHIBITED: (CHECK ALL THAT APPLY) 89 ___ 91 ___ 93 ___ 95 ___ 97 ___ 99 ___ 01 ___ 03 ___ 05 ___ 07 ___ 09 ___

**2011 NATIONAL BLACK THEATRE FESTIVAL®
INTERNATIONAL VENDORS MARKET
EXHIBITION SCHEDULE**

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

Tuesday, August 2, 2011 MOVE-IN
2:00pm – 7:00pm

Wednesday, August 3, 2011 MOVE-IN
8:00am – 11:00pm
Market Opens to General Public

EXHIBITION HOURS:

Wednesday, August 3, 2011 12:00pm – 6:00pm
7:00pm – 11:00pm

Thursday, August 4, 2011 11:00am – 6:00pm
7:00pm – 11:00pm

Friday, August 5, 2011 11:00am – 6:00pm
7:00pm – 12:00am

Saturday, August 6, 2011 11:00am – 6:00pm
7:00pm – 12:00am

DO NOT DISMANTLE BEFORE SUNDAY AUGUST 7, 2011

BREAKDOWN:

Sunday, August 7, 2011 8:00am – 12:00pm

NOTE: ALL MERCHANDISE MUST BE REMOVED BY 12:00NOON ON SUNDAY, AUGUST 7, 2011. THE M.C. BENTON CONVENTION CENTER WILL NOT SECURE OR BE HELD RESPONSIBLE FOR ANY ITEMS LEFT AFTER 12:00NOON.

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

LOADING DOCK:
M.C. BENTON CONVENTION CTR.
MARSHALL STREET ENTRANCE

**2011 NATIONAL BLACK THEATRE FESTIVAL®
INTERNATIONAL VENDORS MARKET
VENDOR ELECTRICAL/TELEPHONE SERVICE ORDER FORM**

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

**Rex Bowman, Convention Services
(336) 724-2300
rex.bowman@twincityquarter.com**

ITEM	QUANTITY	ADVANCE	ON-SITE	TOTAL
Electrical Outlet (110V)		\$40.00	\$80.00	
Electrical Outlet (208V) Single Phase		\$70.00	\$100.00	
Electrical Outlet (3 Phase)		\$100.00	\$120.00	
Telephone Line Phone Lines are available on a limited basis, upon request only. If you require a phone line & none are available, please contact BellSouth directly at 800-919-2800		\$150.00		
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: **2011 National Black Theatre Festival®**

Company: _____ Contact: _____

Address: _____ City, State, Zip: _____

Daytime Telephone#: _____ Email: _____

Date of Show: _____ Booth#: _____

**2011 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**
- DESCRIPTION OF SILENT AUCTION AND/OR DOOR PRIZE DONATION**

**2011 NATIONAL BLACK THEATRE FESTIVAL®
INTERNATIONAL VENDORS MARKET
VENDORS AWARDS**

We want to award our vendors for a job well done! NBTF International Vendors Market judges will be observing as you showcase your talents. Prizes will be awarded on Thursday, August 4, 2011 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 Sweet Potatoes Restaurant**

GOOD LUCK!!!