

AFRICAN AMERICAN DANCE ENSEMBLE
KWANZAAFEST 2019
VENDOR AGREEMENT

Monday, January 1, 2019

Doors open to public: 12pm
Children's Village: 1pm – 2pm
Program Begins: 2pm

Durham Armory (220 Foster Street Durham, NC 27701)



RENTAL SPACES:

1. All spaces are 6' X 6' table and all vendor equipment, displays, stands, and supplies must be contained within this dimension. You are allowed to buy as many tables as you like, but you are **NOT** allowed to sublease that space to ANYONE. Violation of this rule: You will be asked to leave the premises immediately and there will be no refund.
2. Space is limited! Return the enclosed form to reserve your space ASAP Vendors may begin set up at 10:00; YOU WILL NOT be permitted to set up prior to this time. Vendor set up must be completed by 11:00am and refrain from selling 30 minutes after KwanzaaFest ends. The doors will open to the public at 11 noon and the program begins at 2pm.

Everyone must be out of the building by 6pm

3. **SECURITY:** All exhibitors are responsible for safeguarding their own property, in and out of the building. The African American Dance Ensemble assumes **NO** responsibility for theft, loss or damage to any equipment or property of exhibitor.

FEES & PAYMENTS:

1. Cost per rental is \$70.00 before December 8 at 5pm and \$80.00 afterwards. All FEES MUST BE PAID in advance to reserve booth space. Exhibitors arriving that day without paying and/or making prior arrangements will **NOT** be allowed to set up.

We will not HOLD tables without full payment

2. Payment can be made by MONEY ORDER, CHECK, CASH, MATERCARD/VISA OR PAYPAL

REFUNDS:

1. In the event of **AADE** cancellation due to inclement weather, fees will be refunded. Please allow thirty (30) days for refund. All refunds will be mailed to the individual and/or business/organization address written on the application.
2. KwanzaaFest 2019 is held on January 1st there will not be a rescheduled date. KwanzaaFest will NOT be canceled unless severe weather is imminent. If necessary, please call the African American Dance Ensemble's office at 919-560-2729 for further information.

QUESTIONS:

1. If you have any questions or comments; you may contact us at 919-560-2729, by email at AADE.KwanzaaFest@gmail.com Please allow 24 hours to answer all questions.

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Return Application by Mail to:

African American Dance Ensemble, Inc.
Attn: KwanzaaFest 2019
120 Morris Street
Durham, NC 27701

or

Return Application by Email:

AADE.KwanzaaFest@gmail.com
www.AADEKwanzaafest.wix.com/kwanzaafest
www.AADE-inc.org

If you have any questions about this application or KwanzaaFest 2018, you may contact AADE at 919-560-2729 or at the email above.

NAME _____

BUSINESS NAME/ORGANIZATION _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL: _____ WEBSITE _____

NUMBER OF BOOTHS _____ x \$70.00 EACH

TOTAL AMOUNT ENCLOSED _____

_____ I will mail my check/money order by December 7th (address above) \$70.00

_____ I will mail my check/money order after December 7th \$80.00

_____ Pay online by PayPal at www.AADE-inc.org

To ensure variety and quality, please provide detailed information of items sold to enhance your consideration for selection.

We sell the following items:

The African American Dance Ensemble thanks you for your support of KwanzaaFest 2019; please provide us a business card for the Souvenir Booklet.

I hereby affirm that I have read and do understand all instructions and guidelines in the KwanzaaFest 2019 agreement. I agree to comply with all rules and guidelines and failure to do so will result in my removal from the Durham Armory without a Refund. Any situation not specifically covered in these guidelines will be resolved at the discretion of the KwanzaaFest Event Coordinator.

Signature _____ Date _____