

2017 National Black Theatre Festival®

July 31 - August 5

An International Celebration & Reunion of Spirit

Larry Leon Hamlin

Founder

Sylvia Sprinkle Hamlin

Executive Producer

Mabel P. Robinson

Artistic Director

National Advisory Board

Chairpersons

The Late Dr. Maya Angelou
1989
The Late Ossie Davis 1991
The Late Ruby Dee 1991
Harry Belafonte 1993
Sidney Poitier 1993
Della Reese 1993
Billy Dee Williams 1995
Debbie Allen 1997
Leslie Uggams 1999
André DeShields 2001
Hattie Winston 2001
Malcolm-Jamal Warner 2003
Melba Moore 2003
Janet Hubert 2005
Joseph Marcell 2005
Hal Williams 2007
Vanessa Bell Calloway 2007
Wendy Raquel Robinson 2009
Ted Lange 2009
T'Keyah Crystal Keymah 2011
Lamman Rucker 2011
Tonya Pinkins 2013
Dorien Wilson 2013
Debbi Morgan 2015
Darnell Williams 2015

National Advisory Board

Nigel Alston
John Amos
Jeffery Anderson-Gunter
James Avery
Margaret Avery
Ethel Ayler
Amiri Baraka
Hinton Battle
Ed Bernard
Taurean Blacque
Charles Burnett
Avery Brooks
Ed Bullins
Diahann Carroll
Ralph Carter
Anthony Chisholm
Bill Cobbs
Keith David
Carmen de Lavallade
Ja'Net DuBois
Bill Duke
Starletta DuPois
Charles Dutton

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 31 – Saturday, August 5, 2017 in Winston – Salem, NC. In 2015 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, August 2 – Saturday, August 5, 2017 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 \$775.00/Corner booth \$875.00
- **(After July 1, 2017)** Vendor booth \$900.00/Corner \$1,000.00

To secure your space, we must receive the completed application, signed contract, and payment submitted or postmarked no later than **Friday, June 30, 2017 for Early Bird** Booth Registration and to be included in the 2017 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: 2017 NBTF Vendors Market, 610 Coliseum Drive, Winston-Salem, NC 27106. 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 2017 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

Rhonda E. Caldwell

NBTF Vendor Coordinator

Art Evans
Lawrence Evans
Kim Fields
Tommy Ford
Morgan Freeman
Arthur French
Marla Gibbs
P. J. Gibson
Danny Glover
Micki Grant
Dick Gregory
Pam Grier
Tommy Hicks
Maurice Hines
Laurence Holder
Jennifer Holliday
Anna Marie Horsford
Lawrence-Hilton Jacobs
Wilbert T. Jenkins
Ebony Jo-Ann
Louis Johnson
Allen Joines
Ella Joyce
Woodie King, Jr.
LaChanze
Dawn Lewis
Marcella Lowery
Stephanie Mills
Barbara Montgomery
Novella Nelson
Shauneille Perry
James Pickens, Jr.
Ernie Pitt
CCH Pounder
Joan Pringle
Sandra Reaves-Phillips
Vivian Reed
Arthur M. Reese
Richard Roundtree
Roz Ryan
Ntozake Shange
Ashton Springer
Tonea Stewart
Count Stovall
Garland Lee Thompson, Jr.
Glynn Turman
Cicely Tyson
Dr. Glory Van Scott
Denzel Washington
Karen Malina White
Lillias White
Lynn Whitfield
Carol Woods



An International Outreach Program of the
North Carolina Black Repertory Company
Celebrating 37 Years of Excellence in Professional Black Theatre
610 Coliseum Drive Winston-Salem, NC 27106
(336) 723-2266 Fax: (336) 723-2223

Websites: www.nbtfc.org - www.ncblackrep.org Email: nbtfc@bellsouth.net

The North Carolina Black Repertory Co. is supported by the N.C. Arts Council, a division of the Department of Cultural Resources and the Arts Council of Winston-Salem and Forsyth County in our City of Arts and Innovation



**2017 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, 2017. A late registration fee of \$125.00 per booth will be charged if payment is submitted or postmarked after the July 1, 2017 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 1, 2017
7. All booths must be assembled and ready for display by Wednesday, August 2, 2017, 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

**2017 NATIONAL BLACK THEATRE FESTIVAL®
INTERNATIONAL VENDORS MARKET
VENDOR BOOTH APPLICATION**

EXHIBIT DATES: AUGUST 2, 2017 – AUGUST 5, 2017

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 \$775.00/Corner Booth \$875.00
- (After July 1, 2017) Vendor Booth Cost \$900.00/Corner Booth \$1,000.00

\$125 Late Fee Per Booth applies after July 1, 2017

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: _____

**2017 NATIONAL BLACK THEATRE FESTIVAL®
INTERNATIONAL VENDORS MARKET**

EXHIBITION SCHEDULE

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

Tuesday, August 1, 2017	MOVE-IN 4:00pm – 8:00pm
Wednesday, August 2, 2017	MOVE-IN 8:00am – 1:00pm

EXHIBITION HOURS:

Market Opens to General Public

Wednesday, August 2, 2017	2:00pm – 9:00pm
Thursday, August 3, 2017	11:00am – 7:00pm 8:00pm – 11:00pm
Friday, August 4, 2017	11:00am – 7:00pm 8:00pm – 12:00am
Saturday, August 5, 2017	11:00am – 7:00pm 8:00pm – 12:00am

DISMANTLE/BREAKDOWN HOURS:

Saturday, August 5, 2017	12:00am – 2:00am
Sunday, August 6, 2017	8:00am – 11:00am

NOTE: ALL MERCHANDISE MUST BE REMOVED BY 12:00NOON ON SUNDAY, AUGUST 6, 2017. 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

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

ITEM	QUANTITY	ADVANCE	ON-SITE	TOTAL
Electrical Outlet (110V)		\$55.00	\$75.00	
Electrical Outlet (208V) Single Phase		\$85.00	\$105.00	
Electrical Outlet (3 Phase)		\$115.00	\$135.00	
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	\$170.00	
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: **2017 National Black Theatre Festival®**

Company: _____ Contact: _____

Address: _____ City, State, Zip: _____

Daytime Telephone#: _____ Email: _____

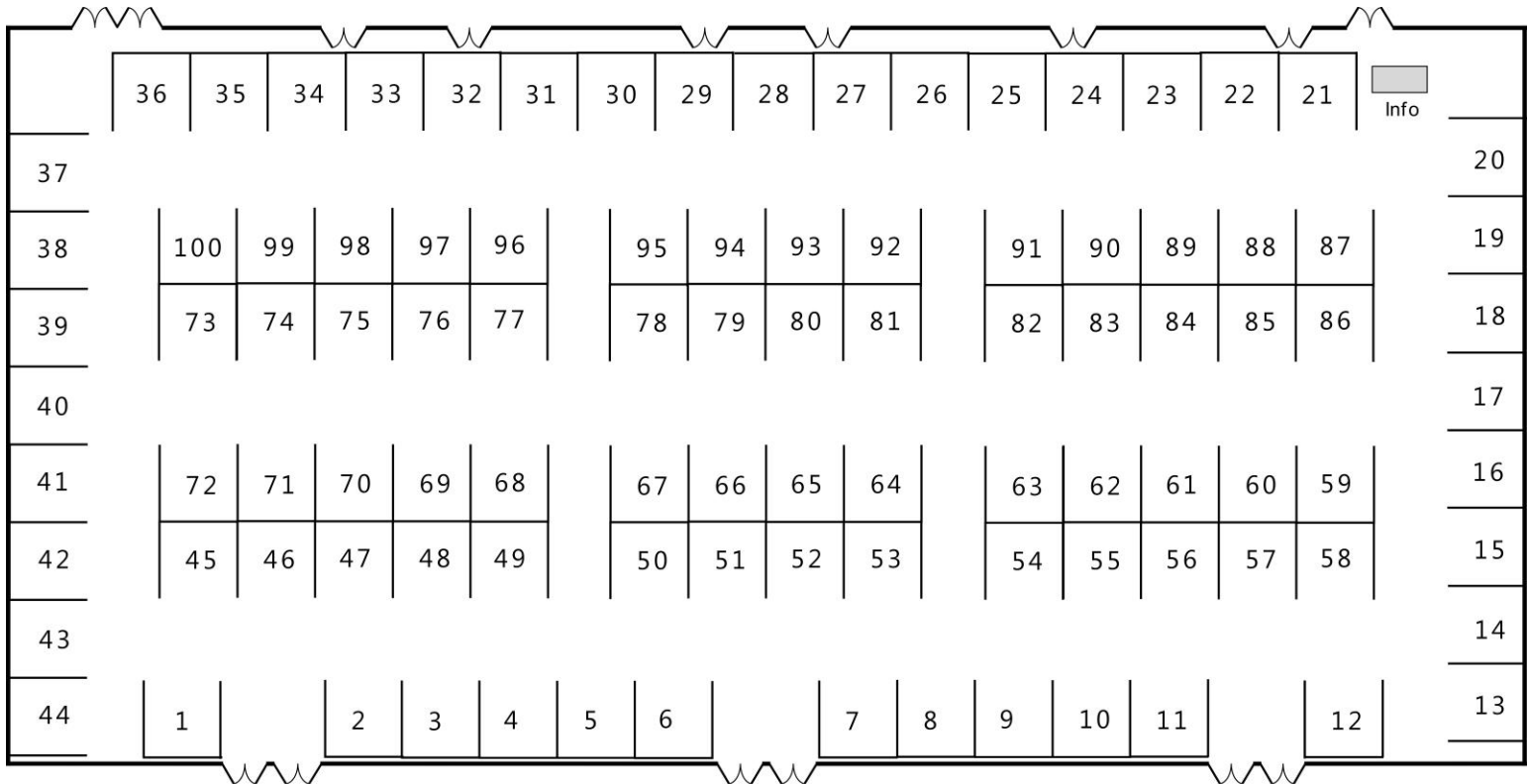
Date of Show: _____ Booth#: _____

**2017 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**



Use or reproduction of this drawing without the express written permission of Hollins Exposition Services is strictly prohibited.	South Main Hall Booth Size: 10' x 10' Number of Booths: 100	National Black Theater Festival August 2-5, 2017	M.C. Benton Convention Center Twin City Quarter Winston-Salem, NC
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**2017 NATIONAL BLACK THEATRE FESTIVAL®
INTERNATIONAL VENDORS MARKET
VENDOR 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 3, 2017 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!!!