



VENDOR'S PACKET

CHARLOTTE AFRICAN AMERICAN BOOK FESTIVAL

June 8, 2024, from 11:00 a.m. to 5:00 p.m.

Second Ward Gymnasium 710 E. Martin Luther King Jr. Blvd. Charlotte, NC 28202

Exhibitor Contact: Roy Wyatt: vabexpo@yahoo.com Zuri Arnold: Zarnold@live.com

Event Description

The Charlotte African American Book Festival is scheduled for June 8, 2024, at the Second Ward Gym with a mission to promote public awareness of the importance of African Americans contributions to literature, books, literacy and the literary culture. The festival will include a trade show (author, publisher and bookstore exhibits), workshops, door prizes, food and drinks, music and entertainment.

Terms and Conditions

The terms and conditions outlined herein have been established for the mutual benefit and protections of Exhibitors, Visitors and Festival Organizers and may not be modified unless by writing signed by both parties.

PLEASE READ CAREFULLY TO AVOID ANY MISUNDERSTANDINGS.

Festival Booking

To reserve a space at Charlotte African American Book Festival, payment must be received through Eventbrite prior to the deadline of October 1, 2023, or all spaces filled.

Space and Equipment

- Inside exhibitors – Inside exhibitors are provided a minimum of 8 x 7 ft space, 1 6-ft table, and 2 chairs, unless otherwise specified. Exhibitors are responsible for providing tablecloths, signage and other materials needed for an attractive booth space. All extra and additional items must be stored underneath tables.
- Outside exhibitors – Outside exhibitors are provided a 10 x 10 ft space only and **must provide their own tables and chairs**. Tents are recommended, but must not be larger than 10 x 10 ft.

Exhibitor space locations

All spaces are assigned on a first-serve basis upon registration. If you and another registered exhibitor want to be located next to each other, please let us know by sending an email to yabexpo@yahoo.com. Sharing of exhibitor space or use of display by unauthorized person or third parties is strictly prohibited. All exhibits must remain assembled and staffed throughout exhibit hours until the official closing time. If you have paid and can no longer participate, please let us know

Note: All exhibitors must be completely set up no later than 11:00 AM Saturday, and all aisles must be cleared.

Check-In and Set Up Times

Exhibitors may setup on the following dates:

Saturday, June 8, between 8:30 AM – 11:00 AM

Photos

Photographs submitted and taken during the Book Festival may be used to promote the festival, including company website, print media, and future promotional materials.

Rain Policy/Cancellation/Refund

This is an indoor and outdoor, RAIN or SHINE event. You are responsible for covering your materials in case of rain. If raining, bringing your books and other supplies in waterproof plastic bins is highly recommended. If vabEXPO or Charlotte Aquatic Center cancels event, a refund will be given. **Refunds will be given up to 30 days prior to the event.** You may cancel through Eventbrite, or send an email to Vabexpo@yahoo.com prior to the deadline date of May 8, 2024. After that, all purchases are final and non-refundable. If you cannot make the event, we highly encourage you to send someone on your behalf.

Indemnification

Exhibitors display and exhibit property at their own risk. VABExpo does not assume any responsibility for loss or damage to exhibitor's property. VABExpo will not be held accountable for the death or injury of any person attending an event, or for any damages suffered by Exhibitor or its officers, agents, employees or invitees as a result of any cause whatsoever. Exhibitor shall indemnify and hold VABExpo, its parent companies, subsidiaries, affiliates, sponsors and respective officers, directors, agents and employees harmless from any suit or claim arising out of any action or failure to act by the Exhibitor. Exhibitor shall be liable for any and all damages caused by Exhibitor to the event building's grounds, landscaping, floors, walls, columns, or any other part of the building, or to the chattels and fixtures of the building or any other Exhibitor or person or entity having property at the events building's premises. Exhibitors are advised to obtain insurance coverage for this risk.

Complete Agreement

This agreement represents the entire agreement between the parties and supersedes all communications, understandings, or agreements, if any expressed or implied, whether written or verbal. VABEA has made and makes no representation of any kind except those specifically set forth herein. In the event of any dispute to the terms of this Contract, the parties agree to consult with a professional mediator agreed upon by all parties prior to seeking legal action. The prevailing party shall be entitled to recover costs and attorney fees. This contract shall be interpreted and construed pursuant to the laws of the State of Virginia. Amendments to this agreement must be in writing and signed by both parties.