



RICHMOND AFRICAN AMERICAN BOOK FESTIVAL

VENDOR'S PACKET

April 18, 2025, from 6:00 p.m. to 8:00 p.m. (Vendors Meet & Greet/Refreshments)
April 19, 2025, from 11:00 a.m. to 4:00 p.m. (Tradeshow/Speakers/Workshops, etc.)
Diversity Richmond 1407 Sherwood Avenue, Richmond, Va. 23220

Exhibitor Contact: Roy Wyatt at VABEXPO@yahoo.com or Zuri Arnold @ Zuri Arnold @ Zarnold@live.com

Event Description

The Richmond African American Book Festival is scheduled for April 18 - 19, 2025, at Diversity Richmond, 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.

Vendors Meet & Greet - Friday, April 18 from 6pm – 8pm (Food & drinks provided)

All registered vendors are encouraged to meet and greet other vendors, share ideas, network, eat, and have fun. **IMPORTANT: To properly account for personnel, an email must be sent to VABEXPO of your attendance, including any additional personnel in your party. Non-registered vendors, including vendors party, will need to pay \$5.00 each at the door for food provided.**

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 the Richmond African American Book Festival, payment must be received through Eventbrite prior to the deadline of March 19, 2025, or all spaces filled.

Space and Equipment

- Inside exhibitors – Inside exhibitors are provided an 8 x 7 ft space, one 6-ft table, and two 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. Free Wi-Fi is available.
- Outside exhibitors – Outside exhibitors are provided a 10 x 10 ft space, and **must bring their own table(s)**. Chairs are provided. Tents are recommended, but must not be larger than a 10 x 10 ft. FYI, stakes cannot be used on the paved parking lot.

Exhibitor space locations

All spaces are first-come first-serve. If you and another registered exhibitor want to be located next to each other, please send an email to vabexpo@yahoo.com and we will attempt to accommodate you. 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. If you are not setup prior to the event starting, your space may be forfeited at the discretion of VABEXPO.

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:

Friday, April 18, between 1PM – 5PM, and **Saturday, April 19**, between 7:30 AM – 10:30 AM

Exhibitors are encouraged to setup on Friday. Due to the number of exhibitors, there will be a small window on Saturday to accommodate parking at the entrance. Exhibitors may download in the parking lot; however, vehicles must be removed immediately after downloading.

Photos

Photographs submitted and taken during the Book Festival may be used to promote the festival, including 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 Diversity Richmond 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 March 19, 2025. 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.

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. VABEXPO 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.