



VENDOR'S PACKET

RICHMOND AFRICAN AMERICAN BOOK FESTIVAL

April 13, 2024, from 11:00 a.m. to 5:00 p.m.

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 13, 2024, 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.

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 13, 2024, 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 assigned on a first-serve basis upon registration. 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 12, between 1PM – 7PM, and **Saturday, April 13**, 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 13, 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.