

African American Dance Ensemble

KWANZAA FEST 2023

VENDOR AGREEMENT



JOIN US

Durham Armory
220 Foster Street
Durham, NC 27701

RENTAL SPACES

Together at Kwanzaa is held on January 1st celebrating the principle of **Imani, Faith**. To believe with all our hearts in our people and the righteousness and victory of our struggle. The health and safety of our dancers, staff, and attendees are of the utmost importance to the African American Dance Ensemble. In accordance with federal, state, and local guidance, AADE has taken steps to reduce the number of people in the Durham Armory and as such, vendors and contractors delivering goods and performing work at Kwanzaa Fest shall adhere to the following guidelines:

1. All spaces are 6' X6' tables and all vendor equipment, displays, stands, and supplies must be contained within this dimension. You are allowed to purchase 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. Vendors may begin set up at 9:00; YOU WILL NOT be permitted to set up prior to this time. *Vendor setup must be completed by 10:30 am and refrain from selling 30 minutes after Kwanzaa Fest ends. The doors will open to the public at 12:00 noon and the program begins at 2:00 pm.*
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 the exhibitor.

FEES & PAYMENTS:

1. Cost per rental is \$70.00 before December 8 at 5 pm and \$100.00 afterward. All FEES MUST BE PAID in advance to reserve space. Tables are on a "first come first served" mantra, **once payment is paid in full, you will receive an email with further information.** 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 PAYPAL, MONEY ORDER, CHECK, CASH, OR MASTERCARD/VISA

REFUNDS:

1. In the event of **AADE** cancellation due to inclement weather, fees will be refunded. Please allow thirty (30) days for a refund. All refunds will be mailed to the individual and/or business/organization address written on the application.
2. Kwanzaa Fest is held on January 1st there will not be a rescheduled date. Kwanzaa Fest will NOT be canceled unless severe weather, COVID-19, or cancellation from the city of Durham. If necessary, please call the African American Dance Ensemble's office at 919-560-2729 for further information.

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Return Application by Mail to:

African American Dance Ensemble, Inc.
Attn: Kwanzaa Fest 2022
120 Morris Street
Durham, NC 27701

or

Return Application by Email:

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

NAME _____

BUSINESS NAME/ORGANIZATION _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL _____ WEBSITE _____

PHONE (DAY) _____ (EVENING) _____

UJIMA (Raleigh – December 28th) _____ x \$40.00 EACH

IMANI (Durham – January 1st) _____ x \$70.00 EACH

JOIN US FOR BOTH DAYS _____ x \$110.00

TOTAL AMOUNT ENCLOSED _____

_____ I will mail my check/money order (address above)

_____ Pay online by [PayPal](#)

To ensure variety and quality, please provide detailed information on items sold to enhance your consideration for selection. We sell the following items:

I hereby affirm that I have read and do understand all instructions and guidelines in the Kwanzaa Fest 2023 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 Kwanzaa Fest Program Director. We will continue to monitor the guidance from the CDC regarding the COVID-19, as the safety of our staff and attendees is a priority. **Everyone MUST wear a mask.**

Signature _____ Date _____