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# NAACP

NAACP Southeast Region  
Civil Rights Advocacy Training Institute  
**VENDOR CONTRACT**  
March 28-31, 2019  
*Powered by the Past | Focused on the Future*

## CONTRACT FOR VENDOR SPACE

We hereby agree to abide by all rules and regulations of the **NAACP VENDOR PROGRAM** as set forth in this Vendor Packet, all of which are made a part thereof, and request the following vending space for our own use.

A vendor form must accompany each vendor space. A vendor space is limited to one table 6-foot table, two chairs, and a waste basket. **NO** electrical services will be provided.

**NOTE: THE NAACP RESERVES THE RIGHT TO ASSIGN SPACE TO REDUCE ANY CONFLICT OF DISPLAYS OR PRODUCTS. VENDING SPACE IS \$150.00 FOR ONE DAY or \$200.00 FOR TWO DAYS.**

In consideration of the use of exhibit space, we enclose two checks: one for \$\_\_\_\_\_ covering\_\_\_\_ vendor day(s) rental and a second check for \$100 as a security deposit to only be returned if all rules of this agreement are met.

### PLEASE RETURN FORM WITH CHECK OR MONEY ORDER PAYABLE TO:

**NAACP South Carolina State Conference Office**  
ATTN: Rev. Charles White, Jr., Conference Coordinator  
6111 North Main Street  
Columbia, South Carolina 29203  
Phone | (410) 458-3385 Fax | (803) 754-5457 Email | [Whitejrcharles@aol.com](mailto:Whitejrcharles@aol.com)

### Name of Vendor/Organization/Agency

\_\_\_\_\_

Street Address: \_\_\_\_\_

City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_ Title: \_\_\_\_\_

### Description of products to be sold:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(It will be the vendor's responsibility to secure merchandise each night)**

### Space Confirmation Should Be Sent To:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City and State: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

CONFIRMATION OF VENDING SPACE AT RENTAL CHARGE OF \$\_\_\_\_\_

\_\_\_\_\_  
NAACP VENDOR/EXHIBIT COORDINATOR



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VENDOR INFORMATION  
March 28-31, 2019  
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## NAACP VENDOR PROGRAM

### TABLES

Vendor tables must be confined to the area of the space assigned to the Vendor. Selling of merchandise will be permitted only in the vending area designated by this contract and **sale taxes are the responsibility of each vendor.**

### VENDOR HOURS:

**SETUP:** Friday, March 29<sup>th</sup> – 6:00 a.m.  
Friday, March 29<sup>th</sup> – 9:00 a.m. – 9:00 p.m.  
Saturday, March 30<sup>th</sup> – 9:00 a.m. – 4:30 p.m.  
**TAKEDOWN:** Saturday, March 30<sup>th</sup> – by 5:30 p.m.

### LIABILITY OF THE NAACP

It is expressly agreed and understood between the Vendor and the NAACP shall be under no liability for loss, or damage to goods/property of Vendors or personal injury to the Vendors or the Vendors' employees. Each Vendor upon signing this contract expressly releases the NAACP from and agrees to hold harmless the NAACP from all such claims. The Vendor further warrants that he/she will obey all rules, regulations and laws of the state of Tennessee and the local laws of Chattanooga and the Chattanooga Convention Center.

### MISCELLANEOUS REGULATIONS

No loudspeakers, photographs, sound movies or megaphones that interfere with adjoining exhibits will be permitted. Silent movies must be located as not to interfere with other vendors or aisle space and all operations must conform to any regulation as set by state of South Carolina and the local laws of the City of Columbia and the Columbia Metropolitan Convention Center.

No combustible decorations such as crepe paper, tissue paper, cardboard or corrugated paper shall be used at anytime. All packing containers, excelsior and wrapping paper are to be removed from the floor and must not be stored under the tables and behind displays. **High racks are used on a very limited basis.**

Once vending space is assigned and confirmed (received a payment), there will be **NO REFUNDS** on vendor space or changes in location of tables.

Vendors agree that the NAACP shall be under no liability for loss of, damage to goods/property, or lack of sales if electrical or telephone services cannot be provided. If services are available, the cost of said service is the sole responsibility of the Vendor.

***Sale of merchandise in any area other than the authorized space is strictly forbidden and violators shall forfeit any rights granted under this agreement.***

### SUBLEASING

The Vendor agrees not to assign, sublease, or share the whole or any part of his assigned space without the prior knowledge and written consent of the NAACP Exhibit Coordinator.

### SOLICITATION BY NON-VENDORS

Firms and representatives of firms not assigned vending space are prohibited from soliciting business in any form. Violators will be promptly removed from the vending area.

ALL VENDING SPACE WILL BE AT THE:  
**Friday, March 29<sup>th</sup> – Columbia Metropolitan Convention Center**  
**Saturday, March 30<sup>th</sup> – University of South Carolina Alumni Center**  
**Please return this copy of the contract with your remittance by February 22, 2019**