

Black History: “African-Americans in the Military from Cabarrus & Rowan County”
Kannapolis Middle School ~ 1000 Virginia Dare Street, Kannapolis, NC 28081

VENDOR REGISTRATION APPLICATION

Saturday, June 29, 2019

DESCRIPTION:

- Indoor Black History Celebration – Kannapolis Middle School Gymnasium, 1000 Virginia Dare Street, Kannapolis, NC
- Saturday, June 29, 2019 (2:00 p.m. until 4 p.m.)
 - ✓ FREE Admission to the Public
 - ✓ Live Performance by Buffalo Soldiers Ninth & 10th (Horse) Calvary Association
 - ✓ Refreshments

INFORMATION AND REQUIREMENTS: *Please read carefully*

- **Booth Space Fee:** (1) Table without electricity and 2 chairs - **\$45**. Payment is due with application. **APPLICATION DEADLINE** (14 days before event) on **Saturday, June 15, 2019**.
- Space for the KAA-MaCC Vendors Alley is limited to **20** vendors.
- All table locations in the Vendors Alley will be pre-assigned.
 - You must provide your own signage, tripod, accessories, etc.
- Please provide a *detailed* description of your booth items on the application (attach an additional sheet if necessary) and attach photos of sample items.
 - **NO FOOD VENDORS:** Due to logistics of food vendor set-up, no food vendors are eligible.
- All vendors must **CHECK-IN** between **11:00 a.m.-1:15 p.m.** Due to safety issues, arrivals after **1:15 p.m.**, may forfeit pre-assigned booth location and be assigned an alternate location.
- KCS’ policy prohibits all tobacco and alcohol products anywhere on school property and campus. NO alcoholic beverages, smoking or other use of tobacco will be allowed inside or outside the building.
- **No vehicles are to be parked on walks or grass areas.** All precautions should be taken to protect shrubs and grounds. All props and equipment brought in are to be removed at the conclusion of the rental. No alterations, removal, stapling, tacking or damage are allowed to the existing facility set-up. It is important to **NOT** park in designated parking spaces for staff or spaces allotted for handicapped parking. **A handicap permit must be visibly displayed in the vehicle.** Absolutely no unattended vehicles may be left on the school grounds the **night before** the event **nor 6 hours before** the event.
- Kannapolis City Schools uses video surveillance cameras to protect and monitor all of its facilities.
- Booths must be **completely set-up** by **1:30 p.m.** KAA-MaCC requests that all vendor booths remain open until **4:00 p.m.** Vendors will have from **4:30-5:00 p.m.** to pack-up. All vendors **must be off the school grounds** by **5:15 p.m.** *To prevent accident or injury, any vendor wishing to leave early MUST notify the KAA-MaCC Event Coordinator.* With permission, booths that can be packed-up and “walked-out” will be allowed to do so.
- **IMPORTANT:** The vendor is responsible for leaving the vendor area in the condition that it was originally received, i.e. removal of all debris such as boxes and trash.
- Each applicant will receive an email/letter to confirm receipt of a completed application. **Approved vendor applications will be sent on/before June 15th** and will include a map and directions.
- This is an indoor event and will occur rain or shine!
- **ALL VENDOR FEES ARE NON-REFUNDABLE.** Payment methods include money-order, check (**payable to KAA-MaCC, Inc.**) or on the KAA-MaCC website (**www.kaa-macc.org**) via the **DONATE** button.
- **All vendors are required to fill out the Vendor Registration Application completely.**
- A completed Vendor Registration Application (page 2/2 only) with payment must be **returned by Saturday, June 15, 2019.**

**Kannapolis African-American Museum and Cultural Center, Inc.
2019 Black History Celebration, Kannapolis, North Carolina**



**Black History Event
VENDOR REGISTRATION APPLICATION
Saturday, June 29, 2019**

(Office Use Only)
 Date Received: _____
 Booth #: _____
Payment Method:
 Check # _____
 Web-Donate: _____

VENDOR NAME:		CONTACT:	
ADDRESS:			
CITY:	STATE:	ZIP:	
EMAIL:			
BUSINESS PHONE:		MOBILE PHONE:	

TYPE OF BOOTH & DESCRIPTION: Please indicate type and provide description and photograph(s).

<input type="checkbox"/> Business	<input type="checkbox"/> Home Goods	<input type="checkbox"/> Nonprofit
<input type="checkbox"/> Art or Craft	<input type="checkbox"/> Clothing, Jewelry & Accessories	<input type="checkbox"/> Other _____

Please give a detailed description of your products/services and include a photo, if possible.

ELECTRICITY: Electrical spaces are limited. Vendors must provide their own heavy-duty extension cords (100 ft. minimum) if needed.

NOTE: *Music is not permitted in the KAA-MaCC Vendors Alley.*

WAIVER: The KAA-MaCC, Inc. reserves the right to refuse any vendor application, should this occur the fee will be refunded. The Vendor shall defend, save and hold harmless the KAA-MaCC, their respective officers, agents, board members, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism or any other loss or injury whatsoever or not specifically described herein, whether past, present or future. Booths are **not** insured by the KAA-MaCC, Inc. or any sponsoring agents. Vendors must make provisions for safeguarding their goods. Vendors must have replacement cost insurance for all personal property. Vendor assumes full liability for protecting, care and maintenance of vendor's property. **No liability shall attach to the Kannapolis City Schools Board, individually or collectively, for personal injury suffered by reason of community use of school property. ANY VENDOR NOT HOLDING VALID LIABILITY INSURANCE VENDS AT THEIR OWN RISK AND ASSUMES ALL LIABILITY.**

Please sign to acknowledge that you have read all of the information, rules and regulations and agree to be bound by this contract.

SIGNED:	DATE:
<input type="checkbox"/> Enclosed money order or check payable to KAA-MaCC, Inc.	<input type="checkbox"/> Returned Completed Form by Saturday, June 14, 2019 (OFFICE USE ONLY)
<input type="checkbox"/> Payment made via KAA-MaCC Web-Donate on (date) _____	