

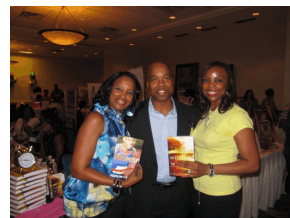


Dozens of Authors. . .Thousands of Readers  
All At One Event

## 2013 CORPORATE/INSTITUTIONS VENDOR PACKET

EVENT DATE: Oct. 24-26, 2013

Fallbrook Church • 12512 Walters Road • Houston, TX



Sponsored by:  
Cushcity.com

National Black Book Festival  
14300 Cornerstone Village Dr., Suite 370  
Houston, TX 77014  
(281) 444-4265 - Ph      (281) 583-9534 - Fax  
[www.nationalblackbookfestival.com](http://www.nationalblackbookfestival.com)



## To Corporations, Institutions and Other Vendors:

The 6<sup>th</sup> annual National Black Book Festival is scheduled for Oct. 24-26, 2013 at Fallbrook Church, 12512 Walters Road in the Northwest area of Houston. The Festival is sponsored by Cushcity.com, one of the leading Web sites promoting African-American literature.

The Festival will be an outdoor, tented event. The tents will be large and durable with side walls. In the event of a rain forecast for the entire weekend, the Festival will be held in Fallbrook Church's double gymnasium on the same property.

This 6th annual event will include the following features:

- Publisher booths
- Author exhibits
- Featured author discussions and signings
- Live interviews with authors
- Spoken Word Poetry Slam
- Workshops and seminars
- Children's tent with clowns, face painting and children's books
- Live entertainment
- Food tent on site for seated dining and on-site food purchases
- And More!

The Festival schedule includes the following ticketed events (ticket purchase is required) for items with asterisks (\*\*):

Thursday, Oct. 24, 2013 @ 7:00 p.m.\*\*  
"Welcome to Houston" Reception

Friday, Oct, 25, 2013 @ 8:00 a.m.\*\*  
"Get Acquainted" Breakfast

Saturday, Oct, 26, 2013 @ 8:00 a.m.\*\*  
Networking Breakfast

Saturday, Oct. 26, 2013 @ 4:00 p.m.  
Spoken Word Poetry Slam

All events will take place in the outdoor, tented area at Fallbrook Church, 12512 Walters Road, Houston, TX.

The Festival will be marketed nationwide to over 1,100 Black book clubs, 25,000 book readers and 100 libraries. In addition, national and local media will be apprised of the event and it will be aggressively marketed through social media (Facebook and Twitter).

Corporations and institutions may obtain a 10' x 10' exhibit space in a premium location at the Festival. Information regarding rates is included on the following pages. If you have any questions or require our assistance, please do not hesitate to contact us at the phone number or e-mail address below.

Sincerely,

Gwen Richardson  
NBBF National Coordinator  
(281) 444-4265  
[info@nationalblackbookfestival.com](mailto:info@nationalblackbookfestival.com)



## Reserve Your Corporate/Institution Space Today!!

When: Friday, October 25, 2013 10:00 a.m. to 6:00 p.m.  
Saturday, October 26, 2013 10:00 a.m. to 6:00 p.m.

Where: Fallbrook Church (Outdoors)  
12512 Walters Road  
Houston, TX 77014

Rates: See Corporate/Institution Agreement

### **Rate Includes**

- 6 vendor badges
- 10' x 10' exhibit space (designed for modular corporate displays or NBBF can provide tables)
- 6 chairs
- 1 Wastebasket
- 1 Name Sign
- Web site link on National Black Book Festival web site as a participating vendor. Link will remain until Nov. 1, 2013

### **Credentials**

Upon check-in on Oct. 24 or 25, 2013, each corporate vendor will receive:

- 6 vendor badges

Corporations/institutions can purchase additional badges during check-in, if desired.

### **Corporations/Institutions Booth Payments**

Corporations/Institutions booth payments must be received according to the following schedule:

	<u>Deposit Amount</u>	<u>Deposit Deadline</u>	<u>Final Payment Due</u>
Standard Rate - \$700.00	N/A	N/A	07/31/2013
Late Registration Rate - \$800.00	N/A	N/A	09/30/2013

After May 31, 2013, all Corporations/Institutions reserving booths must pay the late registration rate, in full, of \$800.00. Acceptable forms of payment include cashiers check, money orders, personal checks, Visa, Mastercard, AmEx, Discover and Paypal. All deposits and fees are *nonrefundable*.



### **Booth Location**

Corporations/Institutions booths will be assigned on a first-come, first-serve basis, with the most favorable locations being assigned to the early registrants. Corporations/Institutions will be assigned with premium booth locations.

### **Sales**

**Corporations/Institutions** will bring their own supply of items or literature and sell or distribute them directly to Festival attendees. Corporations/Institutions will retain 100% of the proceeds from all of their sales and handle all transactions. Corporations/Institutions may accept cash or checks (if desired), as well as credit card payments.

### **Refund Policy**

All booth purchases are final and *non-refundable*. Late registration prices go into effect May 31, 2013.

### **Electricity, Telephone Lines and WiFi**

Electricity, telephone lines and Wi-Fi are not included in the cost of registration for publishers' tables.

Electricity:	\$20.00 per day
Phone Lines:	Not available
Wi-Fi:	\$20.00 per day

These services may be requested on a separate form obtained from NBBF. If you require these services, please call us at 1-800-340-5454 and we will fax or e-mail the form to you.

### **Check-In and Set Up Times**

- Check-in *only* to pick up vendor packets (**no set up**) - Thursday, October 24, 2013 from 2:00 p.m. to 9:00 p.m.
- Check-in and/or Set up - Friday, October 25, 2013 from 7:00 a.m. to 9:30 a.m.

Note: All exhibitors and authors must be completely set up no later than 9:30 a.m. on Saturday and all aisles must be cleared. There will be absolutely no setting-up after the show starts each day.

### **Breakdown Times**

Saturday, October 26, 2013 from close of Festival to 7:00 p.m.



### **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. The Author/Vendor agrees to these terms and conditions as an integral part of this binding contract. Please read carefully to avoid any misunderstandings.

1. **Festival Booking:** To reserve a space at the National Black Book Festival, a signed agreement and payment are required.

2. **Payments:** Cash, checks, cashiers check, money orders, Visa, Mastercard, American Express, Discover and Paypal are acceptable forms of payment. Any payments and space may be forfeited, at NBBF's discretion, if the full balance has not been received by the due date. All costs for collections, including reasonable attorney's fees, accrued interest, returned check and/or credit card charge back fee of \$35 and any other fees due NBBF shall be the responsibility of author/vendor. If no written notification is received 30 days prior to the event, vendor will be held financially responsible for exhibitor space. Payments received are *non-refundable*, except as provided in paragraph 7 of this agreement.

3. **Exhibitor Space:** Distribution of exhibitor space will be assigned and priority given upon receipt of payment and agreement. All booth space assignments are at the sole discretion of NBBF, however, NBBF will consider all requests of paid exhibitors. Sharing of exhibit space or use of display by unauthorized or third parties is strictly prohibited. All exhibits must remain assembled and staffed throughout exhibit hours until the official closing time. If an exhibitor fails to occupy space contracted for or should exhibitor's display or materials fail to arrive, exhibitor shall not be relieved of the obligation of paying full rental charge for space. If not occupied by the time set for completion of the installation of the displays, such space may be reallocated or reassigned.

4. **Limitation on Liability:** Exhibitor expressly releases NBBF from any liability and waives: a) any and all demands, claims and causes of action in law or in equity, related to any defect, deficiency, failure or impairment of utilities or other facilities, including water, heating, electricity, ventilation, refrigeration, or other mechanical systems failure; b) the conduct, negligence or claims of any exhibitor or attendee; and c) any fire, flood, strike, terrorist attack, weather or other, force majeure beyond control of NBBF.

5. **No Guarantee of Results:** NBBF does not warrant or guarantee any particular results of the Festival, nor do they guarantee a particular number of attendees or exhibitors.

6. **Indemnification:** Exhibitors display and exhibit property at their own risk. NBBF does not assume any responsibility for loss or damage to Exhibitors property. NBBF 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 NBBF, 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.

7. **Cancellation:** NBBF reserves the right to cancel this event at any time prior to the date of the event with refund of all amounts paid by participants to NBBF in connection with this Agreement. Otherwise *all payments are non-refundable*.



**Terms and Conditions (cont. - Page 2)**

8. **Product/Service Exclusivity:** Product/service exclusivity is not guaranteed through this reservation, this also includes brand exclusivity.

9. **Miscellaneous:** Exhibitors may not pin or tape anything to walls; loud or offensive exhibits, subject to NBBF's discretion, are not permitted; Blocking aisles, soliciting customers in the aisles or handing materials out in the aisles is prohibited. Absolutely no helium balloons will be allowed in the facility. Exhibitors must also comply with all requirements of venue provider.

11. **NBBF Authority:** NBBF reserves the right, upon reasonable notice to the Exhibitor, to substitute alternate dates and/or facilities other than those originally planned for a particular event. Exhibitor, also hereby grants NBBF permission to use Exhibitors' name and/or logos for promotional purposes in connection with the Festival and/or other events produced by NBBF. This permission shall extend to photographs of the Exhibitor's Booths.

12. **Complete Agreement.** This agreement represents the entire agreement between the parties and supercedes all communications, understandings, or agreements, if any expressed or implied, whether written or verbal. NBBF 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 Texas. Amendments to this agreement must be in writing and signed by both parties.



## FREQUENTLY ASKED QUESTIONS

**1) Does the exhibitor booth fee include both days of the Festival?**

Yes. Exhibitor booths are for both days from opening to closing of the Expo/Festival.

**2) I am traveling to Houston from another city. May I ship my items in advance?**

NBBF does not have storage facilities for Corporations/Institutions to ship their books. However, if you are staying at an area hotel, you can contact the hotel about having your books shipped there in advance of the event.

**3) Where are the closest hotels and is there a discount on airfare?**

If you are traveling from outside the Houston area, the Hyatt North Houston will be the host hotel. We have a discounted rate of \$89.00 per night at the Hyatt and the discount is in effect until Thursday, Oct. 10, 2013. The hotel offers complimentary shuttle service to and from the airport. NBBF will provide complimentary shuttle service to and from the Festival site.

You may make your hotel reservations online here:  
<https://resweb.passkey.com/go/NationalBlackBookFestival>

Discounted airfare rates for 2013 NBBF are available through United Airlines. You may make your reservations online at [www.united.com](http://www.united.com) and use the following offer code (copy and paste): ZPTU398617. Information is also available on the NBBF web site.

**2013 NBBF CORPORATE/INSTITUTION VENDOR AGREEMENT**

Desired Booth Name \_\_\_\_\_

**CONTACT INFORMATION**

Name of Corporation/Institution \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ E-Mail: \_\_\_\_\_

\_\_\_\_\_ Cell: \_\_\_\_\_

City \_\_\_\_\_ Website: \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Fax: \_\_\_\_\_

**VENDOR OPTIONS**

Registration Type	Deposit Amount	Deposit Deadline	Registration Amount	Final Payment Deadline
Standard Rate - \$700.00	N/A	N/A	\$700.00	07/31/13
Late Registration Rate - \$800.00	N/A	N/A	\$800.00	09/30/13

**ADDITIONAL SERVICES - Payment due by 10/07/13**

Type of Service	Unit Price	Quantity	Total
Gift Bag Marketing (promo item/flyer in 3000 attendees' bags)	\$175		\$
Extra Vendor Badge	\$15		\$
Welcome to Houston Reception (Thursday, Oct. 24, 2013 @ 7:00 p.m.)	\$40		\$
Get Acquainted Breakfast (Friday, Oct. 25, 2013 @ 8:00 a.m.)	\$20		\$
Networking Breakfast (Saturday, Oct. 26, 2013 @ 8:00 a.m.)	\$20		\$
<b>Total for Additional Services</b>			\$

Total Amount Enclosed: \_\_\_\_\_

Payment Method:  Check  Money order  Visa  M/C  AmEx  Disc  Paypal

Card Number: \_\_\_\_\_ Exp Date \_\_\_\_\_ 3-Digit Security Code \_\_\_\_\_

NOTE: Payment will be charged to credit card on the date agreement is received.

Paypal payments: Send to e-mail address: [grichardson@cushcity.com](mailto:grichardson@cushcity.com). Subject: NBBF Payment

Authorized Signature: \_\_\_\_\_

**Checks payable to: National Black Book Festival**

Mail checks to: National Black Book Festival, 14300 Cornerstone Village Dr., Suite 370,  
Houston, TX 77014

Fax agreement to: (281) 583-9534

ALL NBBF FEES ARE NONREFUNDABLE