

PLEASE SEND COMPLETED
VENDOR APPLICATION TO
tmosley@radio-one.com

AE: _____

Received: _____

Unity in the Community – September 11, 2021

NC State Fairgrounds – Lot 10 & Kerr Scott Building

Radio One Vendor Application

VENDOR SPACE RESERVATION AGREEMENT

**BUSINESS OR ORGANIZATION

**NAME OF PURCHASER

**MAILING ADDRESS

CITY, STATE, ZIP

**NC SALES AND USE TAX ID NUMBER

**TELEPHONE NUMBER

**EMAIL ADDRESS

(INCLUDE PRODUCT YOU ARE SELLING)

VENDING OPTIONS

NON-FOOD Vendor Space Options and Pricing

10 X 10.....\$200

10 X 20.....\$350

VENDOR SPACES AT UNITY IN THE COMMUNITY ARE LOCATED OUTSIDE IN LOT 10. ALL VENDOR SPACES MUST BE SELF-CONTAINED. RADIO ONE WILL NOT PROVIDE TABLES, CHAIRS, TENTS, ETC. FOR ANY VENDORS.

FOOD TRUCKS ONLY

Food Truck.....\$250

ALL FOOD TRUCKS MUST SHOW A VALID PERMIT

ALL FOOD TRUCKS MUST BE SELF-CONTAINED, NO WATER OR ACCESS TO ELECTRICITY WILL BE PROVIDED

DEADLINE FOR PAYMENT & APPLICATION FOR ALL VENDORS IS AUGUST 27, 2021.

VENDOR SPACE COST IS \$ _____

TOTAL AMOUNT ENCLOSED \$ _____

VENDOR CHECK-IN AND SET-UP WILL BE HELD ON THE DAY OF THE EVENT FROM 7:00AM UNTIL 9:30AM.

Terms and Conditions of Exhibition:

Radio One presents a professional show that focuses on products, services and events appropriate to consumers in a family environment. Radio One reserves the right to determine the eligibility of any company, product or service, *and the right to prohibit any exhibition or product which, in the opinion of Radio One, detracts from the character of the exhibition or any violation of the terms and conditions of exhibition.* All materials distributed must be done so from within your assigned booth space.

1. **Vendor Selection:** Vendors for this event will be selected on a first come, first served basis, with consideration for a variety of offerings.
2. **Requirement:** Vendors must meet all of the requirements listed below in order to be considered. Incomplete applications or missing permits may delay or cause your application to be denied.
3. **Rental Space Regulations:**
 - a. Spaces are 10x10 and 10x20 and all vendor equipment, displays, stands, tents, tables, and supplies must be contained within these dimensions and will be pre-qualified.
 - b. Spaces will be assigned by Event Staff prior to the Event. Event Staff will be on-site during set up to insure vendors are set up as assigned and in compliance with all requirements and regulations.
4. **Fees and payments:** Fees must be paid in full at the time of application submission. No cash will be accepted. All payments must be made in advance (without exception) using the "[Simplypay](#)" payment link provided.
5. All space assignments will be made solely by Radio One. All exhibitor space must be maintained within the allotted exhibitor space. No exhibitor may distribute materials or solicit business from an area other than their designated booth space. Vendor space assignment will take place onsite at the event during vendor the allotted vendor set-up time, 7:00am -9:30am. Exhibitors will be assigned booth space on first-come, first-serve basis as received by Radio One. **Radio One reserve the right, in its sole discretion, to make adjustments to the placement of exhibitor spaces.**
6. **Exhibitors are NOT permitted to sell food or drinks, i.e. soft drinks, fruit drinks, ice tea, water, etc. at the events, UNLESS you have paid to be a FOOD TRUCK VENDOR. ALL food truck vendors must have an actual mobile food truck unit.**
7. All Food Trucks must show a valid permit on the day of the event. Food Trucks must be 100% self-contained and not require access to water or electricity. All Food Trucks must provide ten (10) food vouchers to Radio One to be redeemed throughout the event.
8. Exhibitors are not permitted to display illicit merchandise, including sexually or drug related or profane materials, as determined by Radio One. No exhibit may interfere with other exhibits by way of objectionable sounds, noise, odor or obstructive activities. **Exhibitors are not permitted to sell any unlicensed materials. The sales of audiotapes, video tapes, compact discs, etc. are prohibited.**
9. Exhibitors are expected to keep their exhibit space clean and attractive at all times to present no unsightliness to any adjoining exhibitor. Radio One will provide trash receptacles throughout the exhibition area, but exhibitors are responsible for their own trash.
10. All exhibits must be assembled and ready for display by 9:30am on the day of the event (unless otherwise noted), (NO EXCEPTIONS). **Failure to open and operate your exhibit at 9:30am will forfeit your right to your booth space.** No Refunds will be given. Check in and move in is scheduled 7:00am – 9:30am on the event date. Please be prompt. In order to provide a safe environment for the attendees of the Radio One event requests that all exhibitors wait until the end of the event, 6:00pm, to break down exhibits or move merchandise out of the venue.
11. Exhibitors are required to maintain a policy of commercial general liability insurance with limits of liability not less than One Million Dollars (\$1,000,000) per occurrence. All insurance required to be maintained by the Exhibitors pursuant to this Agreement shall be maintained with responsible companies qualified to do business, and in good standing, in the state of North Carolina and which have a rating of at least "A-" in the most current A.M. Best's Insurance Guide or such similar rating as may be reasonably expected. Proof of insurance must be forwarded to Radio One not later than seven (7) days prior to the event.
12. **Limitation of Liability:** Exhibitor agrees to indemnify and hold harmless **Radio One Raleigh and the venue/facility** from all liability that might follow from any cause including accident or injury to invitees, guests, exhibitors, their agents or employees, including loss or damage to personal property.
13. All agreements and payments are firm and non-refundable. The full fee(s) must accompany this application to be accepted.

Make sure a working phone number is listed on the application!

I, the undersigned, request exhibitor/booth space and agree to abide by the contract and established rules and regulations that are part of this contract outlined by Radio One. **Due to the difficulty in forecasting consumer buying habits, Radio One-Raleigh assumes no responsibility regarding profits and/or revenues generated at this event.**

Name: _____ Signature: _____ Date: _____

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