

The VaBHMA 2023 Gala

VaBHMA Gala - Vendor Agreement

Hilton Alexandria Mark Center

5000 Seminary Road, VA 22311

We are excited to have you as a vendor at the 2023 Virginia **Black History** Month Gala. The gala will be held on **Saturday, February 25, 2023**. Vendor tables and displays must be setup between 2:00pm and 4:00pm the day of the event with sales beginning at 4:30 pm.

This form must be signed and returned by **Wednesday, February 1, 2023**. Payments can be made online with a credit card or mailed to the address below. The form can be downloaded at: **www.VaBHMA.org**. Please scan and email the form to: VaBHMA (president@vabhma.com) or you can mail the completed form to:

Virginia Black History Month Association
PO Box 41924
Fredericksburg, VA 22404

I hereby agree to sell all merchandise in compliance with all Virginia state and local business licensing and taxation laws and requirements. The Virginia Black History Month Association assumes no responsibility for any sales items that are lost, damaged, or stolen. This shall be the sole responsibility of the vendor. The Virginia Black History Month Association reserves the right to restrict the sale of any or all items determined inappropriate. **THERE ARE NO REFUNDS AFTER Wednesday, 1 February 2023.**

Signature: _____

Print Name: _____

Address: _____

Telephone: _____

Email: _____

Failure to abide by these terms and conditions will result in the termination of this agreement. Any deviation will jeopardize future scheduling and could result in permanent loss of access to any future events. This form is not complete and this agreement is not valid until signed by the President of the Virginia Black History Month Association (VaBHMA). (Note: The VaBHMA will not be responsible for any incidences caused by the hotel or force majeure such as fires, loss of power or extreme weather.)

William "Bill" Jones
President, Virginia Black History Month Association

Date

Vendor

Date

For Office Use Only – Date Vendor Fee Payment Received: _____ Covid Protocols Verified: _____

Registration Information Form

Name of Organization, Business, Group or Individual: _____

Type of Business: _____

List All Items to Be Sold: _____

Mailing Address: _____

Contact Person: _____

Telephone Day: _____ Email: _____

Vaccinated Status: _____ Covid Protocol Questions Answered: Yes / No

Registration Fees: (Partial payments are not acceptable. No On-Site Registration)

No Later Than: Wednesday, February 1, 2023 - Fee: **\$150.00** (\$200.00 AFTER Wednesday, Feb 1, 2023)

IMPORTANT NOTE: Your payment is what secures your vendor table! Vendor form is mandatory!

Participants will be provided tablecloths, one (1) table and chair. Electrical outlets will be provided to vendors upon request at an additional charge. However, due to the [Hilton Alexandria Mark Center](#) limited electrical capabilities vendors are encouraged to bring their own electrical equipment and accessories (i.e., extension cords, surge protectors, etc.)

Meals: (A box lunch sandwich; Grilled Chicken, Herb Roast Turkey Breast, Smoked Deli Ham, Sliced Roast Beef, dessert and drink) is available for an additional cost of \$40 per meal. Please check one: (Note: 20 February 2023 is the last day to order box lunches)

- I purchased a Black History Month Gala Ticket and will not need a Boxed Lunch.
- I would like to order a Box Lunch. Check one: ___Turkey ___Ham ___Chicken ___Beef
- No, thank you.

Scan and email to: president@vabhma.com or Mail Vendor Registration Form and Fees to:

Virginia Black History Month Association
PO Box 41924
Fredericksburg, VA 22404

Vendor registration must be completed and returned to the Virginia Black History Month Association no later than **Wednesday, February 1, 2023** to be considered for a table.

You can also pay online with a credit card or download the form at: www.VABHMA.org

Tips from Successful Vendors

Here are some comments from our most successful vendors. We have provided these suggestions to help you attract customers and to help sell your products or services.

- Demonstrations of your product or service will help draw people to your booth.
- Offer low-priced, kid-friendly items as well as more expensive items for the more sophisticated shopper.
- Offer a way to accept credit card payments – shoppers will buy more and consider more expensive items if you do this. Go to www.squareup.com for easy solutions.
- Engage visitors as they go by! Don't just sit behind your booth – come out in front and greet people.
- Offer a raffle at your table and include email and phone as part of the raffle registration.
- Think about the design of your booth before you come. Make it colorful and visually appealing.
- Make sure prices are clearly marked.
- Bring a bag filled with items you might need: pens, markers, paper, scissors, tape, rubber bands, etc.
- Offer business cards, brochure, flyer or other promotional items.
- Offer bags to customers who make a purchase.
- If you are selling clothing or jewelry, bring a mirror.
- A basket of candy draws in the casual passerby.
- Bring along a friend or family member to help you so you can have a break and visit with other vendors.
- Track your sales as you go so that end-of-day tax accounting is easy.