



MAAHF

MONTCLAIR AFRICAN-AMERICAN HERITAGE FOUNDATION, INC.

228 Bloomfield Avenue • Montclair, NJ 07042 Tel: 973-866-3512 • Fax: 973-744-0124

March 4, 2018

Dear Non-Profit Organization Exhibitor:

The Montclair African-American Heritage Foundation is proud to announce that we will be sponsoring the **29th** Annual Parade and Festival on JUNE 2, 2018 with a rain date of June 3, 2018 for the Festival. The Parade will take place "rain or shine". The Festival will begin at 1:00 P.M. in NISHUANE PARK.

At the festival, we will have vendor/exhibit space available. The booth spaces are 10ft wide x 12ft deep. There will be no electricity provided and vendors/exhibitors must furnish all equipment necessary for operation of their booths. This includes tables, chairs, racks, stands, etc. Exhibitors are limited to no more than one (1) space. Set-up time will begin at 8:00 AM.

Enclosed is (1) copy of the contract for exhibit space for Non-Profit Organizations.

Please make sure all documents are **SIGNED**. Applications will be processed on a first-come, first-served basis. Spaces traditionally fill-up quickly, so it is important that you act promptly if you desire to participate in this exciting celebration.

Please be advised that vendors and exhibitors may only occupy officially designated and assigned spaces. Bring only the equipment and supplies that will fit in the 10' x 12' space.

If you require additional information, please call **973-866-3512** between the hours of 8:30 AM and 4:30 PM, Monday through Friday.

Sincerely,

Joellen Green, Exhibitor/Vendor Chairperson
Enclosures



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CONTRACT FOR NON-PROFIT ORGANIZATION/AGENCY EXHIBIT SPACE

I/We hereby agree to abide by the rules and regulations of the Montclair African-American Heritage Foundation (hereafter referred to as The Foundation) as set forth in this contract, all of which are made a part thereof. I/We request the following exhibit space for my/our use.

BOOTH SPACE (No Charge)

Please reserve 1 space – **standard 10ft. wide x 12ft. deep** for Nishuane Park. I/We shall display and/or share the following:

NAME OF EXHIBITING NON-PROFIT ORGANIZATION/AGENCY:

(PLEASE PRINT OR TYPE)

| |
|--|
| NAME: |
| I.R.S. EMPLOYER IDENTIFICATION NUMBER: |
| CONTACT PERSON: |
| TITLE: |
| MAILING ADDRESS: (INCLUDE ZIP CODE) |
| TELEPHONE (S): BUS. () HOME () |
| CELL () |
| E-MAIL ADDRESS: |

Please return **SIGNED** contract to:
MONTCLAIR AFRICAN-AMERICAN HERITAGE FOUNDATION
C/O Joellen Green
228 Bloomfield Ave.
MONTCLAIR, NJ 07042

PLEASE PLACE SIGNATURE ON REVERSE SIDE

Internal use only

| DATE REC'D | SPACE ASSIGNED |
|------------|----------------|
| | |

EXHIBIT BOOTH REGULATIONS AND INFORMATION

(Booth spaces are available on a first-come, first-served basis)

A duly authorized agent of the Exhibitor must sign the application for the exhibit space. Confirmation will be returned to the Exhibitor. These items together constitute a contract for the right to use the exhibit space.



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ASSIGNMENT OF SPACE

All applications received will be acted upon promptly and booth assignment made according to the postmarked date of mailing. The decision of the Exhibit Coordinator with respect to allocation of booth space will be final and binding upon all exhibitors.

EXHIBIT SPACE

Exhibits must conform to the size of the space, and must not obstruct the view or passage of others. Booths are 10 ft. wide x 12 ft. deep. Display materials may be placed up to a height not exceeding eight feet. Exhibits not conforming to these specifications, or which in design, operation or otherwise found objectionable in the opinion of the Foundation will be prohibited. The Exhibit Coordinator reserves the right, in the best interest of the event, to relocate selected exhibitors. Exhibitors may NOT sell merchandise from Non-Profit assigned spaces.

TERMINATION OF EXHIBIT

Should the premises in which the Foundation plans to conduct the festival become, in the sole judgment of the Foundation, unfit for occupancy, or should the festival be materially interfered with by reason of strike, picketing, boycott, injunction, war, riot, emergency declared by a government agency, or any other act beyond the control of the Foundation this contract for exhibit space may be terminated. The Foundation will not incur any liabilities for damages sustained by the exhibitor as a result of such a termination. In the event of such termination the Exhibitor expressly waives such liability and releases the Foundation of and from any claims for damages and agrees that the Foundation shall have no obligation except to refund the Exhibitor's pro-rated share of the aggregated amount received by the Foundation as rental for exhibit space (s) after deducting expenses in connection with the exhibit.

LIMITATION OF LIABILITIES

The Foundation nor its officers, agents, and volunteers will not be responsible for any loss, injury, or damage, including fire, theft, or vandalism which may occur to the Exhibitor, its agents, employees or wares arising from any cause whatsoever, prior to, during or subsequent to the period of this exhibit. The Exhibitor, by signing this Contract for Exhibit Space, expressly understands the terms of this agreement and indemnifies the Foundation from all claims for any such loss, injury, or damage.

INSURANCE

Exhibitors desirous of insurance coverage must purchase said coverage at their own expense.

These regulations become a part of the contract between the Exhibitor and the Foundation and have been formulated in the best interest of all concerned. The Foundation respectfully requests the full cooperation of exhibitors in the observance of these regulations. All points not covered are subject to the decision of the Exhibitor Chairperson.

EXHIBITOR SIGNATURE

TITLE

DATE