***If you are an event supporter with a booth, please include with your sponsorship*.**

**August 26, 2017**

**10 a.m. to 3 p.m.**

**Wake Forest Innovation Quarter 575 N. Patterson Ave. Winston Salem NC 27101**

**Vendor Deadline: Monday, August 4, 2017**

**Name of Business or Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vendor Space: 10’x10’- $200**

**10’x10’ Premium - $250.00**

**(Front and/or Center Space, *Limited Availability*)**

**10’x10’ For Nonprofit ($150.00, w/proof of 501c3 Status)**

  (All Vendor Fees are Non-Refundable)

**Describe Food/Vendor Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you selling merchandise at your booth? YES/NO (If yes, must meet and provide bullet points below)**

* **All vendors selling merchandise must provide a copy of their current sales tax license for the State of NC with their completed vendor application.**
* **Vendors are responsible for collecting and remitting all applicable sales tax to the state. INSURANCE:** Vendor spaces are not insured by the Maximum Enterprise Inc.

**FOOD VENDORS: *Food vendors will be limited to the first 15 vendors to sign up with a completed application and paid vendor fee.*** Please call prior to filling out your application to verify available food vendor openings. Food vendors must a Certificate of Insurance.

**SET-UP TIME:** Vendors may set up from 8:30 to 9:30 a.m. All vendors must be set up by 9:45 a.m. Vendors may not tear down booths before 2:30 p.m. All vendors must be cleared from the area by 3 p.m.

**PAYMENT:** Make checks payable to Maximum Enterprises Inc.

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**SITE INFORMATION:** The Expo will be located at 575 N. Patterson Ave. Winston Salem NC 27101. Vendors will be emailed a site plan with set-up information by Friday, August 19, 2017. Site plans will also be available on event day. Vendors are responsible for bringing their own equipment (canopies, tables, chairs and materials), Vendor space assignments will be drawn at random by the Vendor Coordinator.

**Maximum Enterprises Inc. VENDOR RULES AND REGULATIONS**

* Set up vendor space at the event site at 575 N. Patterson Ave. Winston Salem NC 27101, Saturday, August 26, 2017, by 8:45 a.m.

**THERE WILL BE NO SETUP ALLOWED AFTER 8:45 A.M.**

* Exhibitors will be allowed to TEMPORARILY park near the event site for unloading and loading. Immediately following this process, you must move your vehicle(s) to the Vendor Parking that would be indicated in the site plan. ● All materials and equipment brought on the property shall be at the total risk of the vendor. Anything that would cause real or potential danger to any person will be prohibited on the premises, except Police, Fire and Ambulance exhibits.
* Displays may not exceed vendor space boundaries.
* Vendors must remove all refuse from booth area upon breakdown. If the exhibitor fails to remove their exhibit and refuse, the Maximum Enterprises Inc. committee will have the space cleaned at the expense of the vendor, under which circumstances the vendor agrees to make immediate reimbursement.
* Vendors must have an attendant at their vendor space at all times during the Expo.
* Food distribution will be allowed in designated areas only and with prior approval. All other booths will not be allowed to distribute prepared food, even if complimentary. Exceptions include individual complimentary candy items (ie. candy bowl). Product sampling is allowed with prior approval from the Vendor Coordinator prior to the Expo.
* Unique displays which require special instruction (cars, etc.) are allowed with prior approval from the Vendor Coordinator prior to the Expo.
* Demonstrations may be conducted within vendors’ space only, with due consideration and coordination with adjacent vendors.
* REFUNDS - No refunds will be given.
* SELLING AT BOOTHS - Selling is permitted at the Expo with approved application, paid vendor fee and successfully meeting selling merchandise rules.
* **Vendors are required to stay set up from 9 a.m. to 2:30 p.m. Tear down can occur after 2:30 p.m.**
* Vendors or their staff can be turned away for what the committee considers inappropriate behavior towards other vendors, visitors or staff. Exhibitors who have been turned away will forfeit their vendor fee.
* These rules and regulations must be accepted and adhered to by each exhibitor and its representatives. Maximum Enterprise Inc. reserves the right of final decision in rules interpretation and enforcement. By signing below, vendor recognizes and acknowledges that he or she assumes full risk of any injuries, property damage or loss which he or she may sustain as a result of his or her participation in the 2017 Triad Minority Business Expo sponsored by Maximum Enterprises Inc. Further, vendor agrees to indemnify and hold harmless the Maximum Enterprise Inc. its officers, employees and insurers from any and all liability for any damage, loss, injury or costs associated with or arising from his or her acts or omissions in connection with his or her participation in the 2017 Triad Minority Business Expo sponsored by Maximum Enterprises Inc. By signing below, the vendor agrees to all rules and regulations of the Maximum Enterprises Inc. on this application.

**SIGNATURE:** **DATE:**

**Mail your application to:**

**2017 Triad Minority Business Expo**

**c/o Aimee McCaskill**

**1922 South Martin Luther King Jr. Suite 72**

**Winston-­‐Salem, NC 27101**

**Or scan & send to:wsmaximumenterprisesinc@gmail.com**