

Radio One Vendor Application

AE: _____
Received: _____

EXHIBIT SPACE RESERVATION AGREEMENT

BUSINESS OR ORGANIZATION

NAME OF PURCHASER

TELEPHONE NUMBER

MAILING ADDRESS

CITY, STATE, ZIP

EMAIL ADDRESS

Event (please check one):

- | | | |
|----|---|-------|
| .. | The Light Singles Praise Party – July 18 th @ The Events @ Newton Square | \$100 |
| .. | Hot Car & Bike Show – July 19 th & 20 th @ Roxboro Speedway | \$250 |
| .. | 2008 Russ Bus Tour – August 11 th @ TBD | \$150 |
| .. | The Light Singles Praise Party – August 15 th @ The Events @ Newton Square | \$100 |
| .. | Salute to Higher Education – August thru October @ various locations | \$150 |
| .. | Unity in the Community – September 13 th @ Festival Park/Fayetteville | \$100 |
| .. | Unity in the Community – September 20 th – Raleigh (TBD) | \$100 |

Deadline for payment & application is 2 business days prior to event date

COMPANY NAME FOR IDENTIFICATION (PLEASE PRINT CLEARLY)

EXHIBITOR SPACE COST IS \$ _____ Total Amount Enclosed \$ _____

Exhibit Space is 8' x 8' includes an identification sign, and two (2) exhibitors passes for the following events:

- **Celebrity Softball Game**
- **Salute to Higher Education**
- **Hot Car & Bike Show**
- **Tom Joyner Back to School Jam**
- **Salute to Higher Education**
- **Unity in the Community (Fayetteville & Raleigh)**

Exhibit Space is 8' x 8' includes a 6' skirted table, two (2) chairs, an identification sign, and two (2) exhibitors passes for the following events:

- **Singles Praise Party**
- **Hoop It Up**
- **2008 Russ Bus Tour**

Note: For your safety, we allow only (4) people in each 8' x 8' indoor exhibit space.

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. A cashier's check or money order must accompany all reservations for exhibit space. All payments must be made in advance (without exception) with this signed agreement. **Personal and/or business checks will not be accepted.** Payments should be made payable to Radio One-Raleigh and be mailed with a signed copy of this agreement to:

**ATTN: NTR/Special Events
Radio One -Raleigh
8001-101 Creedmoor Road Raleigh, NC 27613**

2. 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. You will be notified by mail with a vendor confirmation letter of your space assignment, set-up time, and other stipulations. 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.**

3. Describe Product/Service to be exhibited/ sold: _____

(Exhibitor agrees that there will not be any changes in product/service as described above without written permission from Radio One)

4. **Exhibitors are permitted to sell food or drinks, i.e. soft drinks, fruit drinks, ice tea, water, etc. at the events, however, proper health department requirements are to be obtained prior to the event. (Contact NTR Sales Department for more information)**
5. 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.**
6. 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.

7. All exhibits must be assembled and ready for display by time specified one hour prior to the doors opening (unless otherwise noted), (NO EXCEPTIONS). **Failure to open and operate your exhibit at the hours scheduled will forfeit your right to your booth space.** No Refunds will be given. Check in and move in is scheduled for one hour prior to event beginning. 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 to break down exhibits or move merchandise out of the venue.
8. **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.
9. No refund shall be made to any exhibitor who fails to occupy its assigned booth space by the time and date of the show opening. Further, Radio One reserves the right to utilize such unoccupied space in any matter it deems appropriate.
10. All payments and agreements must be received by **one week prior to event.** All agreements and payments are firm and non-refundable. The full fee 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: _____ Date: _____

Signature: _____