

**JULY 29TH - AUGUST 2ND, 2008**  
**FT. LAUDERDALE / MIAMI, FLORIDA**  
THE 2008 URBAN THEATRE AND ENTERTAINMENT AWARDS  
HONORING LARRY LEON HAMLIN



**Vendor Package**  
**APPLICATION & AGREEMENT**

**VENDOR:**  
**ADDRESS:**  
**PRODUCT/SERVICE:**

**CONTACT:**  
**PHONE:**  
**FEE: \$500 for profit / \$300 Not for profit (circle one)**

**ELECTRICAL REQUIREMENTS FORM**

**VENDOR:**  
**ADDRESS:**  
**FAX:**

**CONTACT:**  
**PHONE:**  
**EMAIL:**

Please list the types of equipment requiring power:

**TYPE OF EQUIPMENT**  
**TABLE: (6 ft or 8 ft)**  
**CHAIRS (2 or 4)**  
**TABLE CLOTH**

**ADDITIONAL INFORMATION**

**VOLTAGE (circle)**  
**120, 240, or 3 phase**  
**CHAIRS (2 or 4)**

**ADDITIONAL INFORMATION**

**AMPERAGE OR WATTAGE TYPE OF OUTLET REQUIRED**  
**Household or Specialty**  
**NEMA NUMBER**

**WWW.URBANTHEATERFESTIVAL.COM**

**1.877.947.6877 ♦ TEL: 305-835-0321 ♦ FAX: 954-893-9500 ♦ JEBAMEDIA@YAHOO.COM ♦ JEBA@JEBAPRESENTS.COM**

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urban theatre  
& entertainment  
AWARDS

2008

## Vendor Package

### AGREEMENT

- ❖ **CONTRACT.** This application, properly executed by Vendor shall upon acceptance constitute a valid and binding contract. Urban Theatre & Entertainment Magazine ("UTEM") has sole discretion to reject any applicant for any reason whatsoever.
- ❖ **FEES.** The above-referenced vending fee is due in full on or before July 1, 2008. Said fee shall be in the form of cashier's check or money order and must be made payable to "Urban Theatre & Entertainment Magazine." There is also a \$100 damage deposit due with the fee. The damage deposit will be returned to the vendor in 5 business days after the event, only if the site is completely clean as it was when the vendor arrived.
- ❖ **SET UP / BREAKDOWN.** Vendor Registration is on Friday, August 1<sup>st</sup> from 11:00 am to 5pm. UTEM personnel will direct you to your assigned space upon arrival. All set up must be completed by noon on Saturday, August 2<sup>nd</sup>. To maintain the integrity of the event, please do not breakdown your booth until after the official conclusion of the show. Any portable facility must be approved by the venue.
- ❖ **PROVISIONS.** UTEM will provide Vendor with (1) one 10 x 10 exhibit space for Non-Food Vendors, and (6) six Vendor passes, which must be worn by Vendor personnel at all times during the event. UTEM will provide a power source, tables, for vendor. Vendor must provide proof of insurance with UTEM listed as additional insured.
- ❖ **SELLING AND SECURITY.** All Vendors are responsible for the care and security of their property at all times. UTEM assumes no responsibility for Vendor's property or possessions. All Vendor booths must be fully staffed at all times during the event. Vendor must provide any change, which may be needed for customers, and shall not rely on UTEM to make change at the event.
- ❖ **SPACE ASSIGNMENTS.** UTEM shall use reasonable efforts to locate the booth in an acceptable area. ALL VENDOR SPACES ARE ASSIGNED IN THE ORDER THAT THE PAYMENT IS RECEIVED. A SITE MAP is available on the website. Notwithstanding the foregoing, UTEM reserves the right to change booth location assignments at anytime, as it may in its sole discretion deem necessary.
- ❖ **TYPE OF GOODS SOLD / SERVICES OFFERED.** Vendor may not sell or offer for sale any goods or services not listed above and approved by UTEM.

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- ❖ **CANCELLATION OF EVENT.** Vendor understands and agrees that unless the event is cancelled by UTEM in its entirety, there shall be NO REFUNDS of the vending fee. The event may be held "rain or shine." UTEM shall not be liable for any loss or damage to Vendor which may be caused by or associated with any postponement or cancellation of the event.
- ❖ **VENDOR LIABILITY.** This Agreement shall not constitute or be considered a partnership, employer-employee relationship, joint venture or agency between UTEM and Vendor. Vendor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, state and federal governing bodies. UTEM assumes no responsibility if booth is forced to close by any governing body including venue.
- ❖ **AUTHORIZATION.** This Agreement is executed by a duly authorized representative of Vendor. The signature below represents agreement with all terms and conditions herein.

**VENDOR CONTACT PERSON: ED HAYNES (954) 445-3779**  
**PLEASE MAKE CHECK PAYABLE TO: Urban Theatre & Entertainment Magazine, Inc.**  
**MAIL TO: 7121 Alhambra Blvd, Miramar, FL. 33023**  
**FAX NUMBER: 954-893-9500**

Name: Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: Fax Number \_\_\_\_\_  
Products you are selling: \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only**

Amt. Paid \_\_\_\_\_ Date: \_\_\_\_\_ Bal. Due: \_\_\_\_\_

Date: \_\_\_\_\_

Total Paid: \_\_\_\_\_ Date: \_\_\_\_\_

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