

2018 National Black Writers Conference

Vendor Application – Step 1

1650 Bedford Avenue, Brooklyn, New York 11225

Phone: 718.804-8883 ♦ fax: 718.804.8832 ♦ writers@mec.cuny.edu ♦

<http://www.centerforblackliterature.org>

OFFICE USE ONLY

Received _____

Ven. Coord. _____

Conf. Ltr _____

Bursar Sent _____

Bursar Rec _____

Data Entered _____

STEP 1 of 3– Vendor processing Nonprofit org. Vendor Self-Published Author

The deadline to submit your application is: **FRIDAY, January 15, 2016.**

VENDOR INFORMATION

Name: _____ **Telephone:** _____

Publisher/Company: _____ **Email:** _____

Address: _____ **Fax:** _____

Website: _____

Author: _____ **Title:** _____

Enclosed is my application fee of \$10.00 (US). 1 table/ Self Published Author.

Enclosed is my application fee of \$15.00 (US). 2 tables.

Enclosed – I would like to place a business card sized advertisement in the souvenir program journal for an additional \$50.00 (US). (Please refer to specs in the Ad Form. This can be downloaded via our website on the Sponsorship Package Page.)

Total Amount Enclosed: \$ _____.00 or I submitted this payment online.

VENDOR INFORMATION

The Center for Black Literature invites vendors to exhibit/sell their work at the Medgar Evers College Campus on **Friday, March 23, 2018 from 10:00 am to 9:00 pm, on Saturday, March 24, from 10:00 am to 8:00 pm, and Sunday, March 25, from 10:00 am to 6:00 pm.** Vending will be set up in the corridor on the first floor of the Bedford Avenue Campus.

National Black Writers Conference Rates for (1) 6ft table; (a) **Vendors - \$200.00;** (b) **Nonprofit organizations- \$100.00;** (C) **Self-Published Authors (shared table) \$75** . The allotted space between each table is 1 ½ ft.

Step 1 – Apply- Application and Fees can be accepted online at: <https://nbwc2018vendor.eventbrite.com>

Whether submitting your application online or via mail, please forward review copy of book/s written by exhibiting author/ publisher. Include a brochure, a catalog, or a listing if multiple titles that will be on display (pictures of covers should be included) and/ or a description of goods to be sold. **Payment Via Mail:** Only certified check(s) or money order(s) will be accepted. **NO PERSONAL CHECKS!**

Please follow the directions detailed in the form. Your application will be reviewed by the NBWC Committee. If you or your company are selected you will be issued official notification by our Vendor Coordinator. **YOU ARE NOT CONFIRMED AS A VENDOR UNTIL YOU HAVE RECEIVED NOTICE.**

Mailing information:

US Postal Service:

The Center for Black Literature
Medgar Evers College, CUNY
1650 Bedford Avenue
Brooklyn, NY 11225

Courier Service (and hand) Deliveries:

The Center for Black Literature
School of Professional & Community Development
Medgar Evers College, CUNY
1534 Bedford Avenue, 2nd FL
Brooklyn, NY 11216

Step 2 - A **Registration Form** will be sent to you upon your selection. Please complete in a timely manner. PAYMENT MUST BE RECEIVED TO HOLD YOUR TABLE. **IF THE PAYMENT IS NOT RECEIVED BY FEB. 16, 2018**, your selection will be VOID and a waitlisted vendor will be selected. If you are registering as a waitlisted vendor, you will be given a specific date BEFORE the conference to remit payment.

Step 3 - Upon your completion of the **Registration Form** you will receive a confirmation letter from our Vendor Coordinator (Step 3). **You will not be notified if you are not selected. See FULL details at:**

Please note: The Center for Black Literature reserves the right to reject any vendor exhibits, materials or items deemed inappropriate. In this case you will receive a full refund of your vendor registration. Materials that are welcome at the National Black Writers Conference include journals, self-published books, literacy related materials, crafts, art, jewelry, etc.

Certified Check(s) or money order(s) should be made payable to **Center for Black Literature at Medgar Evers College.**
THERE WILL BE NO REFUNDS ON VENDOR REGISTRATION OR APPLICATION FEES