

VENDOR PACKAGE FOR IGBOFEST HOUSTON



Dear Business Representative:

Ndi Ichi Youth Cultural Foundation invites you to participate as a vendor at the 2024 IgboFest Houston, held **Saturday, November 9th, 2024**, from 3 p.m. to 10 p.m. at Discovery Green near the George R. Brown Convention Center at 1500 McKinney. IgboFest strives to sustain and re-enact significant episodes in Igbo cultural history. It will be presented and defined through art, literature, costumes, customs, education, fashion and festive dances that will bring cultural relevance on a global scale.



We invite you to participate as a vendor and are confident that your support will be an opportunity to expand your market share, increase product awareness and usage, and establish an image of good business citizenship in the community. Enclosed, you will find the **IgboFest Houston Vendor Application** that includes information and rates related to be a vendor at IgboFest. Exhibits selling similar items are limited; therefore, applications with payment are processed in the order they are received, and must be received by the deadline – **Friday, September 27, 2024**. Please be sure to complete the online application in its entirety. Failure to do so may hinder the

processing of your application. **MUST BE ABLE TO ATTEND MEETING TO RECEIVE INFORMATION ON LOGISTICS AND ARRIVAL PROCEDURES.** If you have any questions or concerns, please contact us at (832) 452-7784 or linda@aixfirm.com.

Sincerely,

IgboFest Committee
Ndi Ichie Youth Cultural Foundation



VENDOR INFORMATION

(Please read):

1. **General:** IgboFest Houston will be held on Saturday, November 9, 2024, from 3:00 pm to 10:00 p.m. at Discovery Green by the George R. Brown Convention Center, 1500 McKinney Street, Houston, TX 77010
2. **Table Size:** The standard table size is 6' long. Extra tables are available for an additional cost.
3. **Festival Booking:** To reserve a space at IgboFest Houston:
 - a. Submit a completed application
 - b. **All Vendor Booths will be provided a tent.** *Specifications:* 10 x 10 x 8 tent
 - c. Vendor fee is required. Space will be held upon receipt of paymentAll payments must be received before the event date or the reservation may be forfeited.
4. **Payments:** Cash, checks, cashier's checks, and money orders along with Visa and MasterCard via Eventbrite or PayPal are all acceptable forms of payment. Payments received are non-refundable and non-transferable. All costs for collections, including returned check fees, are the responsibility of the vendor. All monies received are deposited immediately into our financial institution.
5. **Exhibit assignments:** Exhibit spaces are assigned based on the date full payment is received. All space assignments are at the sole discretion of Ndi Ichie Youth Cultural Foundation; however, Ndi Ichie Youth Cultural Foundation will consider requests of paid vendors. We will limit the number of spaces selling similar items. Therefore, we will accept the first completed applications received (with payment). First come, first serve.
6. **No Sharing:** There will be only one (1) vendor per space. (No sharing of spaces.)
7. **Timing on Day of Marketplace:** Vendors may be on site at or after 11:30 a.m. and must be ready for business by 2:00 p.m. If an exhibitor fails to occupy their space by 2:00 p.m., the space may be reallocated or reassigned. **Vendors may start disassembling their areas no earlier than the specified ending hour of the festival (9 p.m. on Saturday).** Discovery Green must be cleared by 10:00 p.m.
8. **Vendors May Not Sell:** Alcohol, beverages, water, soda, drinks of any kind, or any **illegal** products.
9. **Sales Tax:** Sales tax must be included on all items sold. It is your responsibility to collect and pay this tax. Only items listed on the vendor application or communicated in writing and approved may be sold. Vendors caught breaching this mandate will be removed.
10. **Waste Disposal:** It is the sole responsibility of each vendor to keep his/her booth and their surrounding areas clean. Vendors will be shown the nearest garbage/receptacle at the beginning of IgboFest Houston.
11. **Rain Policy:** The Marketplace will be held rain or shine and no refunds will be granted due to weather.
12. **Pre-printed signs:** Pre-printed space and menu signs are required. **No hand-written signage is allowed.**
13. **Product/Service Exclusivity:** Product/service exclusivity is not guaranteed through this reservation, including brand exclusivity.
14. **Cancellation and Moving of Venue:** Ndi Ichie Youth Cultural Foundation reserves the right to cancel this event at any time prior to the date of the event with refund of all amounts paid by participants to Ndi Ichie Youth Cultural Foundation. Otherwise all payments are non-refundable. Ndi Ichie Youth Cultural Foundation reserve the right to move the event's location at any time up to one week prior to the event with communication to all involved parties.