

PLEASE READ

2016 EXHIBITOR/VENDOR RATES

CATEGORY**	SPACE SIZE	FIRST SPACE	FOR EACH ADDITIONAL SPACE ADD
COMMUNITY/ CULTURAL/ CIVIC	10'x10	\$390	\$330
GENERAL (non-food)	10'x10	\$440	\$360
Up-Market Art, Crafts & Fashion Pavillion	10'x10	\$500	\$425
FOOD & BEVERAGES	10'x10	For more details call Ms. Lee at 1-877-427-5364	
MUSIC	10'x10	For more details call Ms. Lee at 1-877-427-5364	

Major Corporations • Health Industries • Career and Job Placement Companies • Educational Service Providers • FEDERAL, STATE, REGIONAL AND CITY GOVERNMENT AGENCIES ARE WELCOME. We invite you to partner with HARLEM WEEK. Contact **Mr. Tate** or **Mr. Majette** (212) 283-3315 to discuss.

Please be informed that each exhibitor/vendor is required to pay a \$10.00 sanitation/daily clean up fee.

LIMITED OFFERS: All vendors/exhibitors registering for BOTH "A Great Day in Harlem" and "Summer In the City" on or before July 15th, 2016, will receive a 20 % discount. All Members in Good Standing of The Greater Harlem Chamber of Commerce (GHCC) and HARLEM Arts Alliance (HAA) are eligible to receive a 25% discount on or before July 22nd. For info on GHCC & HAA membership call **Mr. Bennett** or **Mr. Causey** at (212) 283-3315. Note that Discounts may not be combined, registration fees do not include tables, chairs or tents. Vendors are responsible for supplying all materials for their display(s) and/or exhibit(s). Registration and space assignments will be honored strictly based on space availability at the time your application and payment are received. Space assignments will be made based on the type of exhibit, sold or marketed. **NO REFUNDS, NO CANCELLATIONS, TRANSFERS AND CREDITS WILL BE ISSUED.**

PRIOR TO REGISTRATION Please note the following:

All General Vendors are required to obtain

1) A **Current New York State Sales Tax Card**, otherwise known as a New York State Certificate of Authority. For further information call NYS DEPT. OF TAX. & FIN. (518) 485-2889 or online at TAX.NY.gov or 311.

2) A **STREET FAIR VENDING PERMIT**

Contact **NYC Department of Consumer Affairs** - New York Licensing Center at 42 Broadway, 5th floor, New York, NY 10004 (212) 487-4104 in order to obtain your Street Fair Vending License. Please note that you need to bring photo I.D. (such as a driver's license) and your N.Y. State Sales Card. Applications must be submitted in person; no applications will be accepted by mail. For more information you should visit: WWW.NYC.GOV/consumers

3) ***Certificate of Fitness G-23** *Only for Vendors using a generator or propane. HARLEM WEEK, Inc. firmly adheres to The New York City Fire Department regulations, all HARLEM WEEK vendors must indicate at the time of registration their intent to use **propane, charcoal, helium or a generator**. For more information Contact the FDNY at (718) 999-2472. Food and music Vendors/Exhibitors must call **HARLEM WEEK Exhibitors** at our toll free number in advance of registration 1-877-427-5364 • ask for Mr. Preston.



LARGE HARLEM DAY CROWD ON W. 135TH ST. FROM ST. NICHOLAS AVE. EAST TO 5TH AVE.

HARLEM WEEK

JULY 31ST THRU AUGUST 27TH

**2016 THEME: TRANSFORMING THE WORLD:
NEW TIMES • NEW STRATEGIES**

SALUTING

**HAVANA/HARLEM &
HARLEM/HAVANA**



SELL • MARKET • ADVERTISE • PROMOTE AT THE

**"THE BIGGEST & BEST FAMILY
CULTURAL FESTIVAL
IN THE NORTHEAST"**



Above:
Celia Cruz
Cuban Musical Princess

Left:
Fine leather works by
M. Sin
The Art of Leather

**EXHIBIT SPACE IS LIMITED
REGISTER NOW FOR DISCOUNTS!**

FOR FURTHER INFORMATION CALL OUR TOLL FREE NUMBER 1-877-427-5364

EMAIL: VEND@HARLEMWEEK.COM

LOG ON NOW TO WWW.HARLEMWEEK.COM TO REGISTER ON-LINE



EXHIBITOR • VENDOR REGISTRATION FORM

**SELL & MARKET ADVERTISE & PROMOTE
ADVERTISE & PROMOTE SELL & MARKET**

HARLEM WEEK 2016 Exhibitors
& Businesses Co-Hosted by:



For info call our toll free number 1-877-427-5364,
email: vend@harlemweek.com or log on NOW to
www.HARLEMWEEK.com and register on-line

EVENT 1

“A GREAT DAY IN HARLEM” • MUSIC THEME: “IT’S A CELEBRATION”

DATE: SUN., JULY 31ST **EVENT TIME:** 12 NOON - 8:00 PM **LOCATION:** U.S. Grant National Park from West 120th to 124th Sts. & Riverside Drive. **ATTENDEES:** Over 40,000 will attend this day long family-oriented event. **EVENT DESCRIPTION:** Outdoor Festival featuring R&B, Gospel, Latin, Jazz, Dance, saluting Urban Fashions, offering Arts & Crafts, Foods & Beverages, Corporate Exhibits, General Exhibitors & Vendors, etc. **SUGGESTED EXHIBITORS / VENDORS:** Ideal event for selling, marketing and promoting educational information, books, arts and crafts, clothing, foods and beverages, health related services, technology services, social media, music and religious items, customer development etc.

90 EXHIBITOR/VENDOR SPACES AVAILABLE • SET UP TIME: 9:00 AM



EVENT 2

A TWO (2) DAY NYC “CHILDREN’S FESTIVAL” • MUSIC THEME: “I BELIEVE I CAN FLY”

DATE: SATURDAY, AUG. 20TH & SUNDAY, AUG. 21ST **EVENT TIME:** 11 AM - 6:00 PM **LOCATION:** is on West 135th St. between Malcolm X & A. C.Powell Jr. Blvds. **STATEMENT:** THIS TWO (2) DAY EVENT IS HELD ON THE SAME DAYS AS “SUMMER IN THE CITY” & “HARLEM DAY” EACH DAY OFFERS A UNIQUE SPECIAL EVENT FOR CHILDREN AND FAMILIES. **ATTENDEES:** Over 30,000 children and family members will attend. **EVENT DESCRIPTION:** Outdoor festivities for children 5 to 12 years of age, health testing, health education, technology, health information & “Back to School Fashion Show,” storytelling, children’s entertainment (daily performances showcasing sporting events, face painting, dance, step shows, hip hop, music, poetry, vocalists, etc.) arts and crafts, double dutch competitions, new technology information, super heroes (from cartoons & comic books and children’s programs, etc.) **SUGGESTED EXHIBITORS / VENDORS:** Educational books and technology info, interactive games, arts and crafts, health testing and health information and college savings info, children’s clothing, equipment, materials, educational info, school supplies, etc.

Only 35 EXHIBITOR/VENDOR SPACES AVAILABLE • SET UP TIME: 9:00 AM



EVENT 3

A TWO (2) DAY ART, CRAFTS & FASHION “UP - MARKET” PAVILION .

THEME: “The Village of Creation” **DATE: SATURDAY, AUG. 20TH & SUNDAY, AUG. 21ST** **EVENT TIME:** 11 AM - 6:00 PM **LOCATION:** West 135th St. between Adam Clayton Powell, Jr. & Frederick Douglass Blvds. **ATTENDEES:** This two day event is held on the same day as “Summer in the City” and HARLEM DAY. Over 5,000 persons will visit this new cultural event. **EVENT DESCRIPTION:** The Pavilion will be a tribute to the promotion of marketing, showcasing and sales of first class art, jewelry, and fashions created by extraordinary designers and craftspersons throughout the diaspora with a focus on the creative culture of African Americans, Caribbean Americans, Hispanic Americans, African and international artists and designers. The pavilion will be an educational experience providing opportunities to get one of a kind creations and designs. **RELATED EXHIBITORS RECOMMENDED:** designers, craftspersons, artists, galleries, museums, fashion showrooms and speciality shops.

Only 15 SPACES Available for Fashions and Art • SET UP TIME: 9:00 AM

EVENT 4

“SUMMER IN THE CITY” - MUSIC THEME: “LET’S COME BACK ON THE BLOCK”

DATE: SATURDAY, AUG. 20TH **EVENT TIME:** 11 AM - 5:00 PM **LOCATION:** 3 blocks on W. 135th St. between Malcolm X Blvd. & St. Nicholas Avenue. **ATTENDEES:** Over 50,000 persons will attend. **EVENT DESCRIPTION:** Outdoor concert featuring: R&B, Hip-Hop, Latin, Reggae, Rock and regional dance events. There will be a Higher Education Fair & Expo with Historic Black College “Step Shows”, and a Sports Fashion Show. Also an Outdoor Film Festival. **SUGGESTED EXHIBITORS / VENDORS:** Foods and Beverages, small businesses, educational info, student loans, scholarships, career and job recruitment, foods, arts, clothing, crafts, jewelry, music, books, health services, technology, social media, travel & tourism info, “Back to School” clothing etc.

150 EXHIBITOR/VENDOR SPACES AVAILABLE • SET UP TIME: 9:00 AM



EVENT 5

“HARLEM DAY” **THEME: “HAVANA/HARLEM Together”** **DATE: SUNDAY, AUG. 21ST**

SALSA, LATIN, GOSPEL, R&B, REGGAE, JAZZ, HIP-HOP, ROCK, BLUES, SOCA, CALYPSO, **EVENT TIME 10 AM - 7:00 PM** **LOCATION:** 4 blocks on West 135th Street Between 5th & St. Nicholas Aves. with four Outdoor Stages of entertainment **ATTENDEES:** Over 90,000 persons will attend this international festival. **SPECIAL EVENTS INCLUDE:** Upper Manhattan Auto Show, Children’s Fashion Shows, USTA Tennis Clinics, Business Expo **SUGGESTED EXHIBITORS / VENDORS:** Health information, health testing, healthy foods, automobile equipment and supplies, arts & crafts, books, hand-crafted jewelry, consumer insurance, credit and loan info on (auto, home and school loans), music, sports and fall & winter wear, recreational equipment, house wares, toys, travel/tourism info, international foods, beverages, housing materials, communications & technology info.

200 EXHIBITOR/VENDOR SPACES AVAILABLE • SET UP TIME: 9:00 AM

TO SPEED YOUR REGISTRATION PROCESS WE RECOMMEND THAT YOU REGISTER ONLINE NOW WITH DEBIT OR CREDIT CARD AT WWW.HARLEMWEEK.COM EMAIL US WITH ANY QUESTIONS AT VEND@HARLEMWEEK.COM OR CALL TOLL-FREE 1-877-427-5364

HARLEM WEEK 2016 EXHIBITOR/VENDOR REGISTRATION

PLEASE DETACH AND RETURN THIS PAGE.

CONTACT PERSON (Print): _____ Work #: _____ Home #: _____

2nd CONTACT PERSON (Print) _____ Work #: _____ Home #: _____

BUSINESS NAME/TYPE: _____ Federal Tax ID #: _____

MAILING ADDRESS: _____

APT# _____ CITY _____ STATE _____ ZIP _____

EMAIL _____ 2ND CONTACT EMAIL _____

EXHIBITOR/VENDOR CATEGORY: (Please Check and Describe)

A. General: (Non-food: clothing, books, videos, handcrafts, art, etc.) Check if using Generator

Health Services/Products

Describe: _____

B. Community/Cultural/Civic Groups*: (Describe) _____

*Note: Civic Groups may not sell any item or products. Community groups selling food, art, crafts, clothing, toys, etc. must register as General. All registrants must have their 501.c tax letter attached when submitting their application.

We welcome major corporations, government agencies or service industries. If you are in one of these categories, please contact Mr. Majette or Mr. Tate at our toll free number 1-877-427-5364.

If you are a member of The Greater Harlem Chamber check this box. If you are a member of HARLEM Arts Alliance check this box.

If you wish to become a member you may join online at www.greaterharlemchamber.com or contact Mr. Causey at (212) 862-7200

No Food or Music Vendors will be permitted to register without prior approval from HARLEM WEEK.

You may contact Ms. Lee or Mr. Majette for more information at 212-862-8477 or email vend@harlemweek.com

Agreement: : In consideration of the use of vendor/exhibitor space during the HARLEM WEEK 2016 activities, we agree to the following:

Event 1

Sunday, July 31
“A Great Day In Harlem”

Category: _____

How many spaces would you like on this day? _____

ALL APPLICATIONS MUST BE RECEIVED BY: **JULY 10th**

Event 2

Saturday, August 20 - Day 1
The Two Day “CHILDREN’S FESTIVAL”

Category: _____

How many spaces would you like on this day? _____

Sunday, August 21 - Day 2

Category: _____

How many spaces would you like on this day? _____

ALL APPLICATIONS MUST BE RECEIVED BY: **JULY 28th**

TWO DAY EVENT

Event 3

Saturday, August 20 • Day 1
The Two Day Art, Crafts & Fashion “Up-Market” Pavilion

Category: _____

How many spaces would you like on this day? _____

Sunday, August 21 - Day 2

Category: _____

How many spaces would you like on this day? _____

ALL APPLICATIONS MUST BE RECEIVED BY: **JULY 28th**

TWO DAY EVENT

Event 4

Saturday, August 20
“SUMMER IN THE CITY”

Category: _____

How many spaces would you like on this day? _____

ALL APPLICATIONS MUST BE RECEIVED BY: **JULY 28th**

Event 5

Sunday, August 21
HARLEM DAY

Category: _____

How many spaces would you like on this day? _____

ALL APPLICATIONS MUST BE RECEIVED BY: **JULY 28th**

I agree:

1. To pay \$ _____ for the rental of _____ total space(s)

for _____ day(s). Please fill out and reference category check list above.

2. **NO REFUNDS**

3. Exhibitor/Vendor to fullest extent permitted by law, shall indemnify, defend, protect and hold harmless HARLEM WEEK, Inc. and THE CITY OF NEW YORK and the officers, directors, representatives, agents and employees of each of them (collectively, “the Indemnities”), from and against all claims, demands, causes of action, damages, liability, losses or expenses, including without limitation, attorney’s and consultant fees and expenses, related to any claims arising out of or caused by exhibitor/vendor installation, removal, maintenance, occupancy or use of a booth the premises of part thereof, or the act or omissions of the exhibitor/vendor, its contractors, subcontractors, suppliers or anyone directly or indirectly employed by any of them or anyone whose acts they may be liable, regardless of whether or not such claim, demand, cause of action, damage, liability, losses or expenses is caused in part by an Indemnities. Such obligation to indemnify shall not extend to claims, demands, causes of action, damages, liability, losses or expenses to the extent such result from gross negligence or willful misconduct of an Indemnities.

4. The exhibitor/vendor acknowledges that HARLEM WEEK, Inc. and THE CITY OF NEW YORK do not maintain any insurance covering the exhibitor/vendor to obtain business interruption, property damage, fire, theft and personal liability insurance covering such losses by the exhibitor/vendor. These conditions may not be changed, altered modified or waived, except in writing and signed by an authorized officer of HARLEM WEEK, Inc. All exhibitors/vendors are advised to carry individual insurance covering such losses by the exhibitor/vendor. HARLEM WEEK, Inc. exhibitor/vendor regulations become part of this agreement between the exhibitor/vendor and HARLEM WEEK Exhibitor. They have been formulated in the best interests of all concerned.

ALL VENDORS MUST SUBMIT COPIES OF THEIR NYS SALES TAX CARD, CONSUMER AFFAIRS ID NUMBER AND THE FOOD VENDORS LICENSE TO THE HARLEM WEEK EXHIBITOR OFFICE AT LEAST ONE WEEK PRIOR TO YOUR VENDING DATE. NO APPLICATION WILL BE PROCESSED UNLESS ALL OF THE FOLLOWING ITEMS ARE INCLUDED IN THE REGISTRATION PACKAGE:

- (1) Registration Form
- (2) Agreement (signed and dated)
- (3) Category Check List
- (4) Payment (Please Select One)

Please note: that registering through our website is faster, spaces are limited, first come first serve @ www.HARLEMWEEK.com.

5. In accordance with the regulations of the New York City Department of Sanitation all HARLEM WEEK exhibitors/vendors are required to adhere to guidelines for waste collections and recycling. Therefore, HARLEM WEEK, Inc. and its designees will require that all exhibitors and or/vendors maintain their space by collecting all waste and disposing it in a designated area. Any exhibitor and/or vendor who does not comply with the guidelines of the New York City Department of Sanitation will be subject to penalties including fines. Additional information regarding sanitation will be provided upon registration. It is the responsibility of all exhibitors/vendors to keep their space and surrounding area clean during and after the event.

6. Be advised: Any public sampling or sale of any tobacco products, alcoholic beverages or any illegal items are strictly prohibited.

HARLEM WEEK, Inc. RESERVES THE RIGHT OF REFUSAL TO ANY EXHIBITOR/VENDOR OR PRODUCT WHICH DOES NOT COMPLIMENT HARLEM WEEK, Inc.’s GOALS AND/OR OBJECTIVES. Only exhibitors/vendors registered with HARLEM WEEK, Inc. and displaying HARLEM WEEK, Inc. identification will be permitted to distribute and /or sell products at HARLEM WEEK events.

PLEASE NOTE: All Exhibitors/Vendors must report to the HARLEM WEEK Exhibitor/Vendor sign-in table, within two hours of that day’s set up time with your receipt and vendor documentation. If you have not signed in by that time, we are authorized by your signature below to consider it a cancellation.

a) Send an official bank check or money order payable to HARLEM WEEK, Inc. and mail via express delivery to HARLEM WEEK Exhibitors 200A West 136th St., NY, NY 10030. • M.O. must be sent 4 weeks prior to your vending event. (Business Checks, Personal Checks and Cash are not accepted.)

b) **ALL PAYMENTS ARE ACCEPTED ONLINE AT HARLEMWEEK.COM.** Vendors wishing to make payment in person may do so by scheduling an appointment with Ms. Lawrence (212) 862-8477 or our toll free number 1-877-427-5364. Please Note: All in person payments must be made by credit/debit card, certified bank check or money order, made Payable to HARLEM WEEK, Inc. No exhibitor/vendor is guaranteed the same space allocated in the previous year.

FOR OFFICE USE ONLY

Amount Paid _____ Date Received _____ Certified Check/Money _____ Registered Online _____ Registrant _____ Date _____