

Vending 2008 Application

Package Contains: Letter to Prospective Vendors
Vending Application (Page 1 – Vendor Information)
Vending Application (Page 2 – Booth Preference)
Vendor Acknowledgement and Release Form
Exhibition Layout for Booths 1 – 45
Return Envelope

Please return both pages of the Vending Application and the Vendor Acknowledgment and Release Form along with your payment in the enclosed envelope. Applications that are faxed must include all 3 pages along with Credit card information for payment.

Booths will be assigned in the order of payment received. Multiple payments received on the same day will be processed based on postmark. Faxes received will be processed based on date/time received + payment processing. The N.C. A&T State University Alumni Association, Inc. does not commit to the booth preference requested but will try to accommodate all requests as space is available. We will also work to not have competing vendors side-by-side.

REGISTRATION AND PAYMENT DEADLINE IS SEPTEMBER 15, 2008

The Vending Area at the Sheraton Four Seasons is in use by another group on Friday, October 10, 2008 until 4:00 p.m. Vending times for N.C. A&T Homecoming have been changed for 2008:

- Friday October 10, 2008 – 6:00 p.m. – 1:00 a.m.
- Saturday, October 11, 2008 – 9:00 a.m. – 1:00 a.m.
- Sunday, October 12, 2008 – 9:00 a.m. – 12 noon

Exhibitor Move-in on Friday, October 10th cannot occur until 4:00 p.m.



August 8, 2008

Dear Prospective Vendors:

This letter comes on behalf of North Carolina Agricultural and Technical (N.C. A&T) State University Alumni Association, Incorporated to extend an invitation to you to join us as a vendor at "The Greatest Homecoming on Earth". The 2008 Edition of Aggie Homecoming will be held October 10-12, 2008. Thank you for supporting us in the past and we hope that you have put us on your schedule for this special weekend in Greensboro.

The enclosed information covers the details for vending during N.C. A&T State University's 2008 Homecoming activities at the Sheraton Greensboro Hotel at Four Seasons. **The registration deadline is September 15, 2008.** Your completed application and full payment must be received by the deadline.

Vending fees are the same as last year... \$350 per booth space. The number of spaces for this year total 45. Space assignments will be made based on receipt of payment. The acceptable methods of payments are money order, cashiers check or a credit card. Once all spaces have been committed, we will notify subsequent vendors of our full status.

Additional tables are available and are charged at the rates of \$37.50 for an 8 foot table, \$33.75 for a 6 foot table, and \$30.00 for a 4 foot table. An additional cost of \$37.50 is required for electrical hook-ups and \$50.00 for a Telephone line. All services required for your booth must be paid by the deadline to insure timely planning for your vending opportunity.

Please mail it to:

N.C. A&T State University Alumni Association, Inc.
Attn: Deloris Chisley, Interim Executive Director
P.O. Box 20966
Greensboro, North Carolina 27420

Please fax your completed application with Credit Card information to:

Attn: Deloris Chisley, Interim Executive Director
336-334-7165

The vendor shipping instructions and the directions to the dock are enclosed. If there are questions, I can be reached at 336-433-5576 or at edaac@ncat.edu. After October 1, 2008, cancellation of a paid space will result in 50% of the fee being retained by the N.C. A&T State University Alumni Association, Inc.

All documents for Alumni vending can be found at <http://www.ncat.edu/~newsinfo/homecoming/2008/>.

Thank you in advance for participating with us and sharing in "The Greatest HOMECOMING on Earth."

Sincerely,

Deloris C. Chisley

Deloris C. Chisley
Interim Executive Director
N.C. A&T State University Alumni Association, Inc

Enclosures