

2012
Central Intercollegiate Athletic
Association



Vendor Application
Time Warner Arena
February 27 - March 3, 2012

Dear Loyal Patron/Exhibitor:

The CIAA would like to thank you for your continued support throughout the years, and cordially invites you to participate as a vendor during the 100th Anniversary of the CIAA which will be held in Charlotte, NC at the Time Warner Arena from February 27 – March 3, 2012.

This week long venue will host a variety of events located throughout the City of Charlotte. As an Exhibitor, your business will have the opportunity to display and sell approved merchandise and distribute information from a designated exhibition area.

The cost for the 2012 vendor spaces:

- **8 X 8 - \$1000 (Located on the upper concourse)**
- **8 X 8 - \$1450 (Located on the main Concourse)**

NOTICE FOR 2012 (NO EXCEPTIONS)

If you wish to have two (2) booth spaces, one booth will be located on the upper concourse and the other on the main concourse.

If you should agree with terms and conditions above please be sure to have your application and payment postmarked by January 13, 2012. All applications postmarked after January 13, 2012 will be subject to space availability.

THESE SPECIFICATIONS MAY CHANGE SLIGHTLY!

The CIAA reserves the right to make adjustments to placement of vendor booth(s) as may be required by the Fire Marshal's final inspection or for other logistical reasons. In the event that a specific request cannot be granted, the CIAA will make every effort to place vendor near selected area.

All Vendors operating in the City of Charlotte on public or private property are required to have the appropriate license from the City/County Business license Office located at 700 North Tryon Street. Question can be directed to the Business Tax Collections Office by phone at 704-336-6315 or via e-mail at betty.turner@mecklenburgcountync.gov . Allow a minimum of two weeks for processing application.

Carefully read the contract and all rules and regulations before signing the contract. Sign and send in the application and the signed portion of the contract only. Make a copy of the full contract for yourself as a reference. Please return completed application and contract by January 13, 2012.

SPACES ARE BASED ON AVAILABILITY AND ARE NOT GUARANTEED Make all fees payable to **2012 CIAA Vending**. For additional information, feel free to call our office at (757) 865-0071 Monday through Friday after 4 PM or email your questions to mthomas@theciaa.com.

We look forward to seeing all returning exhibitors and welcome all new participants to the 2012 CIAA Basketball Tournament Vendor Pavilion.

Sincerely,

Marcia Robinson
Director of Vendor Operations

**CIAA BASKETBALL TOURNAMENT VENDOR PAVILION
2012 CONTRACT FOR VENDOR**

1. All Booths must be assembled and ready for display by 11:30 am Wednesday, February 29, 2012. Failure to open and operate your booth at the hours scheduled will forfeit your right to your booth for the remainder of the tournament.
2. No exhibit booth will be allowed to break down before 11:30 pm Saturday, March 3, 2012.
3. No vendor will be allowed to solicit sales of any fashion or distribute information throughout the arena except in the space that has been contracted. The soliciting of sales outside the assigned contracted space will forfeit your right to your booth.
4. **CIAA MERCHANDISE - NO VENDOR WILL BE AUTHORIZED TO SELL CIAA MERCHANDISE.** Any vendor attempting to sell *UNAUTHORIZED CIAA* merchandise will be subject to immediate expulsion from the assigned booth and all merchandise bearing the CIAA logo, trademark or original seal will be confiscated.
5. **CIAA SCHOOL MERCHANDISE** - Vendors may sell CIAA school merchandise with proper written approval by the member school and/or licensing agent. The CIAA does not supply nor assist vendors in obtaining approval from the schools or other agencies.
6. **OTHER SCHOOL MERCHANDISE** - Vendors may sell other school merchandise if approved by that school. Appropriate documentation must be supplied with the signed contract to the CIAA Office prior to the event.
7. **FRATERNITY/SORORITY MERCHANDISE** - Vendors may sell fraternity/sorosity merchandise; however, applicant understands that the fraternity/sorosity must grant a license before anyone may manufacture, design, copy, sell, display or distribute any paraphernalia relating to the fraternity/sorosity or containing the crest, symbols, any trade names, or trademark of the fraternity/sorosity. Please submit a copy of license(s) to the CIAA Office along with our sign contract.
8. **OTHER IMPRINTED MERCHANDISE** should be expressly stated on the application
Ex: (The Negro league, etc.) ALL DOCUMENTATION AS REQUIRED ABOVE MUST BE SUBMITTED AND ON FILE WITH THE CIAA DIRECTOR OF VENDOR OPERATIONS JANUARY 13, 2012. FAILURE TO SUPPLY DOCUMENTATION WILL FORFEIT THE VENDOR'S RIGHT TO SELL THAT MERCHANDISE. DOCUMENTS WILL NOT BE ACCEPTED AT THE TOURNAMENT.
9. **VENDORS ARE NOT ALLOWED TO SELL OR DISPLAY COUNTERFEIT MERCHANDISE, EXPLICIT MERCHANDISE, AND/OR DRUG/PROFANE RELATED MERCHANDISE, AS DETERMINED UNLAWFUL BY THE U.S. GOVERNMENT OR THE CIAA.**
10. **Vendors must list all merchandise that their organization wishes to sell during the CIAA Basketball Tournament on the application. Applications can not be revised after submission.**
11. The Time Warner Arena nor the CIAA will grant exclusivity to any vendor, nor will be held liable or chargeable with the loss in sales, income, resale's, or commissions of the vendor.

12. The Central Intercollegiate Athletic Association, its members, employees, agents, and Director of Vendor Operations shall not be held responsible for any loss or damage to personal property or merchandise due to loss, theft and damage caused by the act of God or other unforeseen occurrences. Vendor shall hold Central Intercollegiate Athletic Association and Director of Vendor Operations harmless from any and all claims arising out of loss or damage to such personal property or merchandise.
13. Vendors will be assigned space in the Vendor Pavilion on a first come first served basis as received by the CIAA Director of Vendor Operations. The CIAA reserves the right, in its sole discretion to make adjustments to the Vendor Pavilion diagram and placement of vendor spaces as may be required by the Fire Marshal or for other logistical restrictions.
14. Each vendor booth will be furnished with aluminum supports and side dividers from which drapes are suspended; signage (booth number and exhibitor's name); two chairs and a table. Please note that **TABLE DRAPES AND TABLE COVERS ARE NOT PROVIDED. NO BOOTH SIDES SHOULD EXCEED 6" IN HEIGHT.**
15. **ALL BOOTHS MUST BE MAINTAINED WITHIN THE ALLOTTED VENDING AREA.** Vendors are expected to keep their exhibit booths clean and attractive at all times.
16. **VENDORS MAY NOT ASSIGN, SUBLET, RESALE OR SHARE SPACE ALOTTED WITHOUT THE KNOWLEDGE AND CONSENT OF CIAA THE DIRECTOR OF VENDOR OPERATIONS. FAILURE TO COMPLY WITH THIS RULE WILL FORFEIT YOUR RIGHT TO BE A VENDOR AT THE CIAA BASKETBALL TOURNAMENT AND/OR ANY EVENTS SPONSORED BY THE CIAA.**
17. **VENDORS WILL NOT BE ALLOWED ACCESS TO THE ARENA WITHOUT A GAME TICKET.**
17. **Sound devises or any noise-making machines must be conducted or arranged so that the Noise resulting from demonstrations will not annoy or disturb adjacent participants. Operating methods of such devises must be approved by the Director before the event opens.**
18. Acts of God, war, fire, strike or in the event any outside causes such as any agencies, Organizations, institutions, or persons not party, or privy to this lease or other emergency prevents the CIAA Basketball Tournament from being held, the CIAA will not be held responsible.
20. The Vendor Area will be monitored by Security from 11:00 AM Wednesday until 2:00 AM Sunday. The CIAA and the Time Warner Arena are not responsible for any items left in the pavilion during non-exhibit hours.
21. **ANY ONE UNDER THE AGE OF 18 YEARS OLD WILL NOT BE PERMITTED TO OPERATE VENDING BOOTH(S). FAILURE TO COMPLY WITH THIS RULE, WILL FORFEIT YOUR RIGHT TO BE A VENDOR AT THE CIAA BASKETBALL TOURNAMENT AND/OR ANY FUTURE CIAA EVENTS.**
22. **VENDOR APPLICATIONS WILL NOT BE ACCEPTED ON SITE! NO EXCEPTIONS**
23. Registration will be accepted as long as space is available in the Vendor Area. Applications must be postmarked by January 13, 2012 to qualify for the early registration. All applications postmarked after January 13, 2012 will be subject to space availability and charged an additional late registration fee of \$100.00 per booth.

24. Not all vendor booths will have access to an electrical outlet or phone line. If you require electricity or a phone line, placement of your vendor space maybe relocated to accommodate your request. Please take this into consideration when making your selection for a vendor space. ***The arena is set-up for wireless use throughout the building.*** Other specific electrical requirement should be included on the vendor application.
25. **THE FULL FEE MUST ACCOMPANY THIS APPLICATION IN ORDER TO BE ACCEPTED. APPLICATION WILL BE PROCESS WITHIN 5 TO 10 BUSINESS DAYS. ALL FEES ARE NON-REFUNDABLE.**
26. **INVAILD CREDIT CARD NUMBER, EXPIRATION DATE, AND/OR INSUFFICIENT CREDIT LIMIT MAY RESULT IN YOUR REQUEST BEING CANCELLED.**

CREDIT CARD ORDERS

All credit card transactions require an identification code located on your credit card. The code is comprised of a series of numbers and is referred as the “V code”. You my find the “V code in the following location:

Visa - Backside of card on the signature line.

American Express - Front of the, left or right side.

MasterCard - May be located on either side of the card.

Discover Card – Backside of card on the signature line.

The “V code may be a minimum of 3 digits and a maximum of 8. The code may be preceded by the last 4 digits of your credit card account number (example 1920 865.) **If you do not provide your “V code”, we will not be able to process your vendor application.**

If you have any questions regarding this information, please call our office at 757-865-0071 or email mthomas@theciaa.com.

**CENTRAL INTERCOLLEGIATE ATHLETIC ASSOCIATION
CIAA BASKETBALL TOURNAMENT
VENDOR BOOTH CONTRACT
FEBRUARY 27 –MARCH 3, 2012**

I hereby request vending space for the 2012 CIAA Basketball Tournament and agree to abide by the contract and established rules and regulations that are part of this contract between the CIAA and the Vendor. I understand that I am only authorized to sell merchandise included in my application and will not be allowed to sell or display counterfeit merchandise or any merchandise using the Central Intercollegiate Athletic Association name, trademark, or Logo. All parts not covered are subject to the decision of the CIAA.

APPLICATION

Name _____ Date _____

(Please Print)

Signature _____

Company Name: _____

Address: _____

Date Time Phone: _____ Evening Phone: _____

Email Address: _____

North Carolina Merchant Itinerant License #: _____

(IF YOU PARTICIPATED IN THE PAST)

Return the signed contract along with your payment to:

CIAA Director of Vendor Operations
Central Intercollegiate Athletic Association
22 Enterprise Parkway, Ste. 210
P.O. Box 7349
Hampton, Virginia 23666

Phone: (757) 865-0071 or Fax: (757) 865-8436

Date Received: _____

(OFFICE USE ONLY)

**CENTRAL INTERCOLLEGIATE ATHLETIC ASSOCIATION
CIAA BASKETBALL TOURNAMENT
VENDOR BOOTH CONTRACT
FEBRUARY 27 – MARCH 3, 2012**

Company _____
(Please Print or Type)

Address: _____

Home Phone: _____ Work Phone: _____

Fax Number: _____ Contact Person: _____
(Print or Type)

Product Description _____

ANY VENDOR ATTEMPTING TO DISPLAY OR SELL COUNTERFEIT MERCHANDISE OR UNAUTHORIZED CIAA MERCHANDISE WILL BE PROSECUTED TO THE FULLEST EXTENT AND ALL MERCHANDISE WILL BE CONFISCATED.

Please specifically list items to be printed. I. E. Specific schools, Fraternity/Sorority, African American, etc. _____

VENDORS SELLING FRATERNITY/SORORITY OR SCHOOL MERCHANDISE MUST SEND PROOF OF CERTIFICATION AND/OR DOCUMENTATION (LICENSE) BY JANUARY 13, 2012.

Please indicate your booth preference: _____ 8 X 8 (\$1000 – Located on upper concourse)
(Spaces are assigned based on availability and are not guaranteed) _____ 8 X 8 (\$1450 - Located on the main concourse)

Place a check by all that apply: Electricity _____ Phone Line _____ (\$50 connection fee)

APPLICATION WILL BE PROCESSED WITHIN 5 TO 10 BUSINESS DAYS. PLEASE SUBMIT FULL PAYMENT WITH APPLICATION TO AVOID ANY DELAYS. SPACES ARE BASED ON AVAILABILITY AND ARE NOT GUARANTEED.

Make all fees payable to **2012 CIAA Vending:**

I have enclosed: **Cashiers Check** _____ **Money Order** _____
FEES ARE NON-REFUNDABLE *NO PERSONAL CHECKS ACCEPTED*

Credit Card (include Account #, Expiration Date and V-Code)

Card Type (Circle One) **VISA** **M/C** **DISCOVER** **AMEX** **V-Code** _____

Account Number _____ Exp. Date M/Y _____

Billing Address _____

Total Amount Authorized \$ _____ **(Full Payment is required.)**

Signature _____ Date _____