

# North American Festival of Wales Marketplace Application & Contract



North American  
Festival of Wales  
Gŵyl Cymru  
Gogledd America

Featuring the  
87<sup>th</sup> Welsh National  
Cymanfa Ganu

August 30–  
September 2, 2018  
Alexandria, VA

[www.nafow.org](http://www.nafow.org)

Sponsored by the  
Welsh North American  
Association

WNAA International  
Headquarters  
PO Box 1054  
Trumansburg, NY 14886  
607-279-7402  
IHQ@theWNAA.org

Dear Potential Marketplace Participant,

We are pleased to send you details of the Marketplace at the North American Festival of Wales being held in Alexandria, Virginia, August 30–September 3, 2018.

The Marketplace has always been a very popular part of the North American Festival of Wales. **Tables will be allocated on a First come, First Served basis. Please get your forms and payment in early!** Once again, we intend to publish a ‘**Marketplace Preview**’ in our quarterly newsletter *HWYL*. If you would like to be included, please return the enclosed form along with payment and 100 word description/biography and a jpeg photo of your product no later than May 15.

The Marketplace will be conveniently located on the Main Conference Level at the Hilton Alexandria Mark Center. The room will be securely locked at night. Please use the enclosed form to reserve your space. If you have equipment or furnishings, let us know what your special needs are, and the NAFOW Marketplace coordinator will help you arrange with the hotel to have them met. The exhibitor agrees to pay any extra charges for these services.

The Marketplace will be open August 29–Sept 2, 2018 during these hours:

*Vendors set-up:*

Wednesday, August 29 3:00pm–11:00pm

Thursday, August 30 9:00am–11:30am

*Marketplace Open:*

Thursday, August 30 12:00 pm–5:00 pm

Friday, August 31 9:00 am–5:00 pm

Saturday, September 1 9:00 am–5:00 pm

Sunday, September 2 9:00 am–2:00 pm

*Breakdown:*

Sunday, September 2 2:00 pm–7:00 pm

The deadline for reserving space is August 1, 2018, or once tables are sold, whichever comes first.

Our festival hotel is the Hilton Alexandria Mark Center, 5000 Seminary Rd, Alexandria, VA, 22311. Special festival room rates for the 2018 NAFOW are offered at \$103 plus tax per night, for single, double or triple rooms. Parking is \$24 per night for self-park. For more information on room rates and to make reservations go online to [www.nafow.org](http://www.nafow.org)

Additionally you may want to advertise your organization or company in the 2018 NAFOW Program booklet which will be given to each attendee. Visit our website [www.nafow.org](http://www.nafow.org) for details and to print a form, or contact [advertise@nafow.org](mailto:advertise@nafow.org).

We look forward to helping you market your products and services as well as helping you to make productive contacts with Welsh North Americans.

[marketplace@nafow.org](mailto:marketplace@nafow.org) (607) 279-7402

## North American Festival of Wales Marketplace Application & Contract

A paper copy of this application form, or its electronic equivalent, accompanied by a deposit by check, money order or credit card, must be received by August 1, 2018, to reserve a table and avoid late fee. PLEASE PRINT.

Name of your business/organization: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Street address or postal box: \_\_\_\_\_

City, State, Zip/Postal code: \_\_\_\_\_

Country: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: Include area & country codes (if applicable) Work: \_\_\_\_\_ Home: \_\_\_\_\_

Name of person responsible at the Marketplace: \_\_\_\_\_

Additional comments or needs: \_\_\_\_\_

Initial Table 1	@ \$110.00	\$ _____
Each additional table _____	@ \$65.00	\$ _____
Total.....		\$ _____

**The 2018 Marketplace has limited space, if you are willing to have a table in the Foyer/Tearoom area, please mark here.** \_\_\_\_\_

- A minimum non-refundable 25% deposit due w/ application, balance due by **08/01/18**, add \$25.00 late fee after that date. Deliveries will be accepted up to 3 days prior to the event. All boxes should be marked with **NAFOW**.
- Vendor placement is solely the right of the North American Festival of Wales 2018 Committee. The Marketplace Committee reserves the right to refuse vendors for reasons other than space.
- The North American Festival of Wales 2018 Committee, the WNAA and the Hilton Alexandria Mark Center are not responsible for fire, theft, or accident.
- The Marketplace will be closed at 2:00 pm on Sunday, Sept 2. Vendors are to take down their stalls on Sunday, Sept 2, and **MUST BE FINISHED BY 7 pm**. Vendors are responsible for the set-up and breakdown of their merchandise and/or displays.
- Special vendor needs: Any special needs, items, or any additional services for the NAFOW Marketplace (electrical outlets, phone jacks, etc.) must be arranged by the Marketplace Coordinator. Vendor agrees to pay any charges imposed by the Hilton for these additional items/services.
- It is the intention of the Welsh North American Association / North American Festival of Wales and the undersigned vendor to consider this writing to be a contract between said parties. This contract will be the entire agreement between both parties.

A signed copy of this contract will be returned to you for your files.

**Vendor Name** (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WNAA Representative: \_\_\_\_\_ Date: \_\_\_\_\_

\*This letter agreement, when signed by both the Vendor and the WNAA/NAFOW representative constitutes the entire binding contract between the parties and supersedes all prior and contemporaneous communications between the parties, whether in oral, written or electronic form and merges all prior and contemporaneous communications discussions among the parties. Any electronic or faxed signature by either or both parties will also be legally binding.

If paying with credit card, circle one: MasterCard OR Visa (payment for WNAA table space only)

Card Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_ Signature of cardholder: \_\_\_\_\_