Dear Sir or Madam:

The Triangle Area Chinese American Society (TACAS), [www.nctacas.org](http://www.nctacas.org), is proud to present the ***Chinese New Year Festival*** celebrating the Year of the Dragon with the

Triangle community. TACAS’ New Year Festival is always a well-attended event with nearly 6,000 attendees annually of both Chinese and non-Chinese heritage enjoying 6 hours of stage shows, all day interactive cultural events, craft shops and authentic cuisine.

**This year’s festival will be held at the NC State Fairgrounds’ Dorton Arena in Raleigh on Saturday, January 27, 2024 from 10:00 am to 5:00 pm with extra set up time on Friday, January 26, 2024.**

**Attached is the 2024 Chinese New Year Festival Vendor/Exhibitor Package.**

The reason you are receiving this package is that you either participated at the festival before or have expressed interests in participating.

Here are some key deadlines:

***Agreement forms & payment due:***

**Agreement with payment check: January 5, 2024**

**Food Booth Menu approval: January 10, 2024**

***Set-up time:***

**Set-up time: January 26, 2024 from 12 pm to 8 pm**

***Tear down time:***

**Tear down time: January 27, 2024 may not tear down until 5 pm**

We look forward to having a wonderful event that we can all be proud of. If you have any questions or wish to secure your spot promptly, feel free to email to Suping Chiao at suping\_chiao@yahoo.com.

Sincerely,

Program Committee

Triangle Area Chinese American Society

**TACAS** is a non-profit, non-political organization that has promoted Chinese language

and culture in the Triangle since 1979. More about our organization and activities can be found at [www.nctacas.org](http://www.nctacas.org).

**Vendor/Exhibitor Engagement Agreement: General Information (1/3)**

**Please return all 3 pages of the Agreement and payment check to TACAS to participate**

**Business/Organization Name If non-profit, provide tax-exempt EIN**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Responsible Person’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IF you would like to be a CNYF Sponsor (with a minimum of $500 donation), a booth will be provided for your display. Please send an email to** tacascnyf@gmail.com or shieshinwu@gmail.com.

**I am vendor/exhibitor (check one)**

* 口 Food or Merchandise Sales as a for-profit organization, $375
* 口 Food or Merchandise Sales as a non-profit organization, $275
* 口 Exhibitor (no sale) as a for-profit organization, $325
* 口 Exhibitor (no sale) as a non-profit organization, $175
* 口 Exhibitor (no sale) as a local Chinese Language School or Public School, free

**I can provide a Door prize item: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (drop off by January 19, 2024)**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please make check payable to “TACAS”, payment due by January 5, 2024 with the agreement form**

**Payment Attached: Amount $\_\_\_\_\_\_\_\_\_ Check # \_\_\_\_\_\_\_\_\_\_** (Please see next page for charges)

**If a Food Booth, please attach food description or proposed menu separately.**

**Vendor Engagement Agreement: Vendor/Exhibitor Rates (2/3)**

**Event Vendor** - Food or merchandise sales $\_\_\_\_\_\_\_\_\_\_\_

* $375 for commercial business
* $275 for IRS tax-exempt group $\_\_\_\_\_\_\_\_\_\_\_

**Event Exhibitor** -Display of advertisement to general public

* $325 for profit group $\_\_\_\_\_\_\_\_\_\_\_
* $175 for IRS tax-exempt group $\_\_\_\_\_\_\_\_\_\_\_
* Free for local Chinese Language School or Public School \_\_\_\_\_\_\_\_

**Exhibit/Booth Information** - Each booth is provided with 8’X10’ space, a 30”X8’ standard-size table and 2 folding chairs. Costs of each extra table and chair are $8 and $2 respectively. Please specify the numbers:

* Addition table(s) $8.00 x \_\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_\_\_\_
* Additional chair(s) $2.00 x \_\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_\_\_\_

**Power supply charges** – please specify the numbers required (**Please note that each outlet will accommodate only a single plug. Each item plugged in will require its own outlet.)**

* **20amp, 120 volt** $30.00 x \_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_\_\_\_
* **30amp, 220 volt** $55.00 x \_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_\_\_\_
* **50amp, 220 volt** $95.00 x \_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_\_\_\_

**Total**  $\_\_\_\_\_\_\_\_\_\_\_

**Vendor/Exhibitor representative initial** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Thank you for your support of the 2024 Chinese New Year Festival. A receipt will be mailed to you immediately after the Festival.**

**Vendor/Exhibitor Engagement Agreement: Terms & Conditions (3/3)**

* To confirm participation and to secure a spot early, vendor/exhibitor must download the vendor/exhibitor package, and send to TACAS the signed agreement with the payment check by January 5, 2024. Food vendor needs also send in the proposed menu and secure TACAS’s approval by January 10, 2024. Upon receiving of the vendor/exhibitor.
* The vendor/exhibitor’s will receive a receipt from TACAS of the agreement and check for the booth rental from TACAS within 2 weeks of the date of receipt of the agreement and check.
* IF the vendor/exhibitor’s application is not accepted by TACAS, both the agreement and the check shall be returned to the applicant.
* After the application is accepted, no refund shall be made.
* TACAS shall not be responsible for vendor/exhibitor property loss or damage nor personal injury at the event.
* Each vendor will receive 4 participant tickets and each exhibitor will receive 2 participant tickets.
* Memento giveaways are permitted.
* No drink/beverage sales unless specifically approved by TACAS.
* The vendors are responsible for their own sales and shall keep all revenue.
* If vendors/exhibitors wish to preview the Dorton Arena at NC State Fairground, please contact TACAS to arrange a visit.
* Vendors/exhibitors are responsible for table covering and decorations of their space. Organization logos and colorful displays on and around the table are encouraged to create the festive atmosphere; however, decorations and signs may not be placed on the walls without TACAS consent.
* Vendors/exhibitors are responsible for cleanup of their booth area after the event.
* Failure to adhere to these guidelines may result in dismissal from the event.

**Vendor/Exhibitor representative initial** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_