

# HAMPTON ROADS

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# ENCORE!

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*"Bridging Hampton Roads"*

[ENCOREAWARDSSHOW.COM](http://ENCOREAWARDSSHOW.COM)

Vendor  
Registration  
Packet

@ENCOREPEP



#EncoreAwards2022

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*"Bridging Hampton Roads"*

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## About the Showcase:

The Hampton Roads community and vicinity has a plethora of talented musicians, songwriters, groups, fraternal organizations, comedians, local businesses, charitable organizations, radio personalities/stations, news casters/stations, churches, pastors, choirs, and universities/colleges, etc., that have given of their time and money to give back to their communities, and have also kept our community on the map. It is our goal to showcase these talented groups and individuals during a night of remembrance, recognition, and also exhibition of what the Hampton Roads area has to offer. This is also an opportunity for neighboring cities of the 757 to come together and represent their city.

This event will be held on an annual basis to continue to unite the pride of each city and recognize those in the community with achievement awards given out by winning a popular ballot through nominations. Each year will bring forth new nominees, recipients of awards, and also a moment for elected city officials to come forth and speak on behalf of their city. Special guests will also be in attendance to present various awards. It is also a major goal to bridge gaps across cultures, races, creeds, nationalities, and religions with an effort to come together for a positive cause - unity.

The talent showcase for the Encore! Awards will consist of local talents from the Hampton Roads area. Individuals and groups will be selected to perform in the pre-show and main showcase based on criteria outlined in this packet. It is our goal to create a platform for local talents to use in order to increase their visibility in their perspective genres and talent categories.

Vendors will also be selected to display and sell their services and products to the community during the pre-show and main show events.







## Hampton Roads Encore! Awards Show | [www.encoreawardshow.com](http://www.encoreawardshow.com)

### 2021 Highlights:

Sponsored Televised Presentation  
Best Voted Stellar Community: City of Chesapeake  
Mayor of Chesapeake Special Guest Appearance  
Trailblazer Awards: Earl M. Bynum, Jr. - Stellar Award  
and Grammy Nominated Gospel Artist | Dr. Phillip A.  
Williams, Sr. - NASA Langley Deputy Center Chief  
Technologist  
2,342 Overall Nominations  
68,781 Votes  
28 Award Categories  
136 Award Honorees  
5 Hosts  
6 Showcase Performers  
15 Sponsors/Collaborators

### 2020 Highlights:

Virtual Presentation  
Best Voted Stellar Community: City of Hampton  
617 Overall Nominations  
34,977 Votes  
27 Award Categories  
154 Award Nominees  
5 Sponsors/Collaborators

### 2019 Highlights:

7 Hampton Roads Cities Represented  
Best Voted Stellar Community: City of Chesapeake  
Elected City Officials/Representatives in attendance  
Trailblazer Award: Honored City of Norfolk's 1st  
African-American female Police Captain  
27,719 Votes  
27 Award Categories  
87 Award Nominees  
12 Hosts/Co-Hosts  
16 Showcase Performers  
11 Sponsors/Collaborators





# HAMPTON ROADS ENCORE! A W A R D S

## VENDOR REGISTRATION PACKET

### Key Dates

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#### APPLICATION PERIOD

Applications for becoming a vendor for the Encore! Awards showcase will be accepted beginning August 1st. All eligible vendor applications and monetary requirements must be submitted, electronically, no later than the early bird deadline of December 31, or the final deadline of April 30th. Eligible vendors are accepted/approved on a first come basis. Incomplete applications will not be considered.

#### VENDOR COST

**Early-bird Vendor Rental Space: \$100 (August 1 - December 31). Vendor Rental Space: \$150 (January 1 - April 30)**

The event committee will make a final decision on all submitted vendor applications. Please be mindful that vending spots are accepted on a first come basis. Some stipulations are in place for companies such as Paparazzi, Tracy Lynn, Mary Kay, etc., where only one representative will be allowed to vend at this event for the company. **Registration fees are non-negotiable, non-refundable, non-transferrable.**

# HAMPTON ROADS ENCORE! A W A R D S

## VENDOR REGISTRATION PACKET

### Rules & Regulations

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#### **VENDOR TYPES**

Vendors selling raw foods or cooked/prepared foods will not be approved for this event. Baked goods or candies that are packaged and not for immediate consumption will be accepted. Firearms, weapons, racially discriminating or drug/smoking paraphernalia items will not be allowed to be sold.

#### **ELIGIBILITY & REQUIREMENTS**

- Vendors must sign the official vendor application and have paid the required registration fee prior to the deadline. In doing so, you agree to abide by the rules and regulations of the event promoter(s), venue and city codes.
- Vendors will have access to their assigned locations during the specified time frames only and may only be used for the purpose of setting up vending stations, goods, and other items necessary and reasonable for vending their product. Vendors cannot vend goods or services not described on their registration application without prior consent from the event committee.

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## VENDOR REGISTRATION PACKET

### Rules & Regulations

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#### ELIGIBILITY & REQUIREMENTS CON'T

- Vendors will be provided with a 6ft rectangular table, already skirted with linen. Each table will have 2 chairs. Space is limited. **Only 2 representatives will be allowed per table.** If extra racks or stands are need, they may be setup in your immediate station area behind your table. Racks are not allowed in front of tables obstructing walkways and aisles. You cannot block or setup your products in the area of another vendor on the sides of your table. Stations must remain clean and orderly and all items sold must be in compliance with all applicable Virginia state laws and event rules/regulations.
- Vendors may only announce the availability of the goods on sale within the confines of their vendor parameters. Vendors are not allowed to interrupt the sales of another vendor.
- Tasteful display of styles, artistry and professionalism must be presented, at all times. Props, costumes, and clothing must be appropriate for public presentation to all ages. Vendor staff must be clothed and groomed in a clean, neat fashion, and shall conduct themselves in an orderly fashion.



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## VENDOR REGISTRATION PACKET

### Rules & Regulations

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#### ELIGIBILITY & REQUIREMENTS CON'T

- Any confrontation of any sort by registrants will result in immediate dismissal.
- No loud music, noise, or sound amplification devices shall be used by vendors at the location.
- Vendors must have their tables set up on time. Vendors must leave their location clean of trash and other debris at the end of the event and exit the building on time.
- The following cannot be used in any part of the venue, at any time, before, during or after the event, or you will be asked to remove the items: Glitter and/or confetti, helium filled objects/balloons, open flames/candles, fires, torches, firearms, smoke or fog machines, loud speakers/microphones.
- **There will not be any refunds of registration fees. Registration of your vendor station is final. Under no circumstances will fees be refunded – no exceptions!**



# HAMPTON ROADS ENCORE! A W A R D S

## VENDOR REGISTRATION PACKET

### Rules & Regulations

#### ELIGIBILITY & REQUIREMENTS CON'T

- It is the vendor's responsibility to make sure there is only one registered representative on premises approved for this event by your corporate office. Please communicate with your local team members/captains.
- If any participant fails to comply with any of the rules listed within this document or violate any regulations of the venue and/or law, before, during or immediately after the event on the premises, will be dismissed immediately.
- It is the vendor's responsibility to reimburse the show promoter or venue for any broken or missing property.
- Vendors hereby agree to indemnify and hold harmless Encore! Foundation, Inc., Encore! Professional Event Planning, Hampton Roads Encore! Awards, the venue, affiliates, and sponsors against any damages or claims that may arise in connection with vendor's presence at the event and other vendor's activities of any kind.

# HAMPTON ROADS ENCORE! A W A R D S

## VENDOR REGISTRATION PACKET

### Vendor Setup Requirements

#### LOCATION & TIMES

**Location:** TBD

**Address:** TBD

**Setup Time:** 10:00am – 1:00pm

**Pre-Show:** 3:00pm - 5:00pm

**Main Show:** 5:00pm - 8:00pm

**Breakdown:** 8:00pm – 9:00pm

**Table size:** 6ft shirted table with linen

**Vendor Attendants/Chairs:** 2 chairs per table provided for only 2 vendors per application (**additional table attendants/guests will need to purchase an event ticket**).

\*Electricity is not provided by the venue for vendor use. There is opportunity throughout the entire event for vendors to sell their products. We will also spotlight our vendors throughout the show. Vendors will be located inside the venue. **Tables locations are pre-assigned, and not on a first-come basis.**



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## VENDOR REGISTRATION PACKET

### Vendor Application

For more information:

855.308.3537

info@encorepep.com

### VENDOR INFORMATION

I/We, \_\_\_\_\_ wish to register at the 2022 Hampton Roads Encore! Awards Show as a vendor, and will adhere to the requirements, rules, and regulations outlined by the organization. A copy of my signed application will be provided to me/us, per request. I/We understand that I/we am/are expected to adhere to all application requirements set forth in the registration packet.

Name of Company \_\_\_\_\_  
First & Last Name of Vendor \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_  
Email Address \_\_\_\_\_  
Type of Merchandise \_\_\_\_\_

### CONSENT OF PHOTOGRAPHY & MEDIA USE AGREEMENT

I/We release permission for all images, video, or digital recordings that represent or identify me and/or my business and representatives, as well as my name to be used for marketing, promotional, or selling publicly or privately for the sole purpose of this organization. I understand that there will not be any financial compensation provided to me for this purpose.

I have read this agreement in its entirety prior to signing and consent to all content.

\_\_\_\_\_  
Print Name of Sponsor

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date