



**VENDOR APPLICATION**  
for the 15th National Black  
Writers Conference (NBWC2020)

*Activism, Identity, And Race: Playwrights  
and Screenwriters at the Crossroads*

**NBWC2020 Will Be Held Online Wednesday, November 11 – Saturday, November 14**

You are receiving this information because you have read and understood the vendor information and guidelines outlined on the Center for Black Literature website (updated July 2020). You are submitting this application as a PROSPECTIVE VENDOR in the following category (please check one):

- General Vendor (Products; Non-Books)
- Nonprofit Organization (proof required)
- Self-Published Author (a review copy of work is required)

***Please Submit by Wednesday, September 30, 2020***

NAME:
PROFESSIONAL NAME:
BUSINESS OR ORGANIZATION NAME:
TITLE:
MAIN TELEPHONE:
MOBILE TELEPHONE:
EMAIL ADDRESS:
WEBSITE:

Each year the Center for Black Literature (CBL) welcomes vendors to the **National Black Writers Conference** (NBWC). Founded in 1986 on the campus of Medgar Evers College, NBWC is a national gathering of writers, publishing industry professional, students, faculty, and lovers of literature from throughout the United States and from around the world. We attract people of all ages, backgrounds, and lifestyles.

Vendors can take advantage of a NBWC marketplace that features a variety of products, services, and information tables. We've hosted self-published authors and poets, visual artists, clothing designers, health and wellness experts, and many others. Whether you're are a seasoned vendor or a first-timer, we're here to support your business or non-profit organization.

In 2020, CBL will feature NBWC vendors on the organization's website and social media platforms, before and during the conference (Wednesday, November 11 through Saturday, November 14). Participants will be encouraged to support and purchase from our selected vendors.

## STEP-BY-STEP INSTRUCTIONS for NBWC PROSPECTIVE VENDORS

### STEP 1: APPLY

A. Download this form, fill it out completely, scan it, and send to this email address (**recommended**): [writers@mec.cuny.edu](mailto:writers@mec.cuny.edu). You can also send it via postal mail to:

Center for Black Literature  
Medgar Evers College, CUNY  
1650 Bedford Avenue  
Brooklyn, NY 11225  
ATTN: Vendor Coordinator

B. Include your non-refundable application fee (\$10). You may also pay the application fee online. See instructions below. For step 1, only pay the application fee (\$10). Do not pay any other fee.

C. Wait for a response from NBWC's Vendor Coordinator. If you or your company are selected to vend, you will receive an official notification by phone or email. Please Note: **You Are Not Confirmed As A Vendor Until You Have Received Official Notice From The Vendor Coordinator.**

### STEP 2: ACCEPT and REGISTER

A. If you are selected for the NBWC marketplace, you will need to accept the formal invitation and submit a vendor registration form (which we will send to you at a later date, if selected).

B. Return the vendor registration form and the appropriate fee by Monday, November 2, 2020. If the vendor registration form and the full payment are not received by this date, we will not hold your space.

C. Look for your official confirmation. Once we've received your vendor registration form and full payment, we will let you know.

## PAYMENT INFORMATION

General Vendor:	\$100
Nonprofit Organization:	\$50
Self-Published Authors:	\$40
Application Fee (pay this first):	\$10 (non-refundable)

**There are TWO (2) ways to pay your vendor fees.** Follow the instructions for one of your two options:

1. **Pay Online (Recommended):** To make an electronic/online payment, please visit our website at [www.centerforblackliterature.org](http://www.centerforblackliterature.org) and click the "Donate Here" button (located in the top left hand corner of every page). This button will direct you to our general donate landing page. On that page, click "Donate Here" and you will be directed to the website of the Research Foundation of The City University of New York (RFCUNY). Please click "Select" on the "CBL Vendors" row. Enter the appropriate amount. An Internet transaction processing fee will be assessed.

*RFCUNY is the nonprofit arm of the City University of New York and is registered as a charitable organization and is a 501(c)(3) organization.*

2. **Send Via Postal Mail:** Send a certified check or money order payable to Research Foundation of City University of New York (“RFCUNY”). In the memo, write “NBWC Vendor Fee.”

Mail to:  
Center for Black Literature  
Medgar Evers College, CUNY  
1650 Bedford Avenue  
Brooklyn, NY 11225  
ATTN: Vendor Coordinator

### PLEASE NOTE

1. Self-published authors are required to send a review copy of their work along with their application fee. See address above.
2. CBL reserves the right to cancel the status of a confirmed vendor if their product or service is ever deemed inappropriate. In this case, the vendor registration fee will be refunded fully (but the \$10 application fee remains non-refundable).
3. Please keep a copy of this form for your records.

### PLEASE SIGN and DATE

I understand the information and guidelines outlined in this vendor application form:

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

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

### CONTACT US

If you have any questions, please contact:

Sharrell Williams  
Vendor Coordinator  
Email: [shawilliams@mec.cuny.edu](mailto:shawilliams@mec.cuny.edu)  
Telephone: (718) 804-8883

Website: [www.CenterForBlackLiterature.org](http://www.CenterForBlackLiterature.org)

Facebook: [www.Facebook.com/CenterForBlackLiterature](http://www.Facebook.com/CenterForBlackLiterature)

Facebook: [www.Facebook.com/NationalBlackWritersConference](http://www.Facebook.com/NationalBlackWritersConference)

Instagram: [www.Instagram.com/Center4BlackLit](http://www.Instagram.com/Center4BlackLit)

Twitter: [www.Twitter.com/Center4BlackLit](http://www.Twitter.com/Center4BlackLit)