

VENDOR APPLICATION



Three Day Event

April 30 - 6:00 PM - 10:00 PM

May 1 - 11:00 AM - 10:00 PM

May 2 - 8:00 AM - 7:00 PM

All spaces are 10 x15 at a cost \$175.00 - NO FUNERAL HOME TENTS

Name: _____

Contact Person _____

Mailing Address: _____

City/State: _____ Zip: _____

Telephone (____) _____ Best time to call: _____

Email address: _____

VENDOR CATEGORY

(Please Check All Categories That Apply)

Arts: _____ Books: _____ Crafts: _____ *Food: _____ Clothing: _____ *Misc. Items: _____

*Please provide us with a specific description of ALL items you will be selling below.

The AAFC is limiting the number of vendors in each category so that we can provide more of a variety for the festival goers.

Enclosed Payment of \$ _____	Money Order # _____
Amount Includes: \$ _____	Vendor Space _____ Chairs \$ _____ (\$3 x _____)
\$ _____	Tent (\$150 x _____) Tables \$ _____ (\$9 x _____)

Applications should be returned to: AAFC, PO Box 4453, Ocala, FL 34475

VENDOR GUIDELINES PLEASE NOTE:

1. Each spaces are **\$175.00** • All applications postmarked after April 3, 2010 will pay **\$200** -
2. Vending spaces shall be available on a **FIRST COME, FIRST SERVED** basis - no special, reserved locations. - Each vendor space is **10ft x 15ft. (see attached for tent rental)**
3. The African American ArtsFestival Committee, Inc. has exclusive rights to sell all beverages. **NO BEVERAGES** (including Coke, Pepsi, store brand soft drinks and water) **OF ANY TYPE WILL BE SOLD BY VENDORS ON FESTIVAL GROUNDS DURING FESTIVAL HOURS.**
4. **NO FIREWORKS OR EXPLOSIVES OF ANY KIND ARE ALLOWED** (i.e. sparklers, snappingpops, fire crackers, smoke bombs, etc.) **ANY VIOLATORS WILL BE ASKED TO IMMEDIATELY LEAVE THE FESTIVAL GROUNDS BY POLICE ESCORT.**
5. Vendors are responsible for their own tables, chairs, covers/tents, and electricity. All equipment (Bar-B-Que grills, ice chests, etc.) **MUST** fit within your **space**.
6. Payments accepted by cashier's Check or Money Order only. **Please do not send cash. NO Personal Checks.**
7. **Refund policy for cancellation is as follows: 50% of fees will be refunded upon receipt of written request received on or before April 16, 2010. No refunds given after this date. Vendor must allow 4-6 weeks after May 4, 2010 receive refunds from written requests. No written request No fees refunded. ORAL REQUESTS WILL NOT BE HONORED.**

FOR MORE INFORMATION CALL

(352) 351-4732 or visit our website: www.aculturalartfestival.org • Email us at: carleather@typeworld.com



TERMS & CONDITIONS

- 1. FOOD VENDORS.** All food vendor applications must be received in our office by March 31, 2010. Once your application is approved, you will be notified within 2 weeks. You must be self-contained and adhere to all food handling and preparation to meet the State of Florida Health requirements.
- 2. Vendors must provide grease traps and means to dispose of them.**

PAYMENT INFORMATION: Payments will be accepted in the form of Money order or Cashier's Check. No personal or business check accepted.

BOOTH INFORMATION: registered exhibitors/vendors shall receive a 10' x 15' space booth. Additional booth space is available at the same cost.

GENERAL RULES & REGULATIONS:

1. Exhibitors/Vendors must comply with all city, county, state and federal ordinances and laws.
2. No alcoholic beverages allowed on or sold on festival grounds.
3. A description of all items to be sold **MUST** be submitted with your application.
4. Vendors will not be permitted to sell any beverages, including water. This applies to ALL vendors.
5. The African American Arts Festival Committee maintains the right to deny any application in its own discretions.
6. There are no rain dates and No refunds.
7. The Committee respects trademark, copyright, and intellectual property rights. No "Bootleg" items will be permitted for vending. These items include, however not limited to: audiotapes, videotapes, or any other merchandise of a "bootleg" nature.
- 8. ALL FOOD VENDORS MUST HAVE THE PROPER FOOD PREPARATION AND HANDLING LICENSE FROM THE STATE OF FLORIDA. Please check with the State of Florida Hotel & Restaurant Licensing guidelines. Please be prepared to pay for this license and be inspected. You MUST have all the required equipment.**

CANCELLATION/REFUNDS:

1. Refunds will only be granted in cases of extreme emergency, i.e., death, hospitalization, etc.
2. Requests for cancellation must be received in writing no later than Sunday, April 16, 2010. An administrative charge of \$50.00 will be deducted from any refunds due.

SPECIAL REQUIREMENTS: Each vendor is requested to provide at least one promotional item to be used as stage prizes during the festival. Vendor contributions will be acknowledged from the stage during the festival.

BOOTH ASSIGNMENTS:

All booth assignments are made on a first come, first serve basis. No assignments will be made until the completed application and appropriate fees have been received by the AFRICAN American Arts festival Committee, Inc. Applications postmarked after April 3, 2010 will be accepted on a space available basis only and charged the fee as identified on the Vendor Application.

SET-UP/BREAKDOWN

1. Only one (1) day, Friday, April 30, 2010 has been designated for set up. **NO FUNERAL HOME TENTS WILL BE ALLOWED.**
2. Set-up time may commence no earlier than 8 a.m. and must concluded by 12 p.m. on May 1, 2010. All vehicles must be removed by 1 p.m.
3. No vehicles, including cars, trucks, vans and RVs, may enter the park before, during, or after the festival.
4. Dismantling/breakdown shall be permitted no earlier than Sunday, May 2, 2010 at 7 p.m.

HOURS OF OPERATION:

Vendors are afforded three (3) days of vending:
 Friday, April 30, 2010 6:00 p.m. - 10:00 p.m.
 Saturday, May 1, 2010 11:00 a.m. - 10:00 p.m.
 Sunday, May 2, 2010 9:00 a.m. - 7:00 p.m.

Vendors may not breakdown before 7:00 p.m. on Sunday.

SECURITY

Overnight security will be provided for the festival grounds during non-operational hours. This is not a guarantee against theft, loss, or damage to your property. The African American Artsfestival Committee, Inc. and the City of Ocala will be held harmless and will not be responsible in the event of any damage, harm, or ~~loss to your person or property.~~

I agree to abide by all the rules and regulations as established herein and by any future written notices by the AAAFC, Inc. as well as the ordinances defined by the City of Ocala, State of Florida, and any/all federal laws governing the products I sell. I attest that all licenses and permits are currently active and that I am the agent authorized to enter into this agreement. **LIABILITY AND SECURITY NOTICE.** The exhibitor/vendor shall indemnify and hold harmless the AAAFC, Inc., from any and all losses, damages, and claims. The above will not insure or indemnify exhibitors/vendors against loss of any kind. It will be the exhibitor's/vendor's responsibility to secure exhibit/display and other property throughout the festival operations.

This application, when approved shall constitute a legally binding contract between the applicant and the AAAFC, Inc. and shall be enforceable by law. This application will not be processed without the authorized vendors' signature.

Authorized Signature _____ Date _____