34th Annual
African World Festival

"TableTop Market" Vendor Application

Complete and return with payment by Friday, August 5, 2016

NOTE: Submission of Application does not guarantee acceptance or placement.

General Information

Celebrating the rich diversity of the African Diaspora, the 34th Annual African World Festival (AWF), presented by The Charles Wright Museum, provides the ultimate cultural arts and entertainment experience for the whole family.

The **TABLETOP MARKET**, located in Peck Park, at Brush & Frederick Streets, is a new vendor area allowing emerging crafters and entrepreneurs a pop-up style opportunity to participate in AWF. **Open on Saturday and Sunday of the festival weekend, 12:00 noon – 8:30pm each day.** Peck Park will also host the Generation Next Kingdom performance stage and presentation area.

Application Deadline: FRIDAY, August 5, 2016
Postmark and hand-delivery deadline is Friday, August 5th for submission of the "TableTop Market" Vendor Application with required product/merchandise photographs and fees. Following the selection process, confirmations will be emailed beginning Monday, August 8, 2016. All payments must be received in full for vendor consideration.
Incomplete applications will not be accepted or included in the selection process

Applications postmarked or hand-delivered after **August 5th** will be placed on the vendor waiting list. **Late fees will apply**. Waiting list vendors selected for participation will be notified via email beginning Tuesday, August 9, 2016.

Submit photographs and accompanying documents via **email** (preferably) to awf.vendors@gmail.com, by **fax** to 313-494-5855, or via **U.S. Mail** to: AWF Office, 315 E. Warren Avenue, Detroit, MI 48201.

Vendors not selected for participation will be forwarded full refunds via U.S. Mail, as soon as possible.

Space Assignments must be picked up on-site. Please bring photo identification to festival grounds to receive space assignment.

Space assignment hours at the Museum: 9:00am-3:00pm / Thursday, August 18

Vendor Move-In Schedule: 8:00am-11:00 am / Saturday & Sunday, August 20-21

Rules and Regulations for ALL "TABLETOP MARKET" VENDORS

1. NO refunds on space fees for selected vendors.
2. NO rain dates.
3. Vendor applicant **MUST** be at vending location at all times.
4. Vendor applicant will be held responsible for any and all infractions at their location.
5. All products and/or services offered for sale during this festival must be the same products and/or services approved during the selection process and must reflect the festival theme as defined by the festival producers.
6. Vendors selling items **NOT** on approved list will be escorted off the festival grounds.
7. All vendors agree to indemnify, defend, and hold the Museum and festival producers harmless against any third party claims arising from the event, excluding any negligence on the part of the Museum.
8. Museum and festival producers assume no liability with respect to any person or property of any kind, invited or placed upon the premises by the vendor.
9. Museum, event producers or any event sponsors are not responsible for accidents or stolen items.
10. Unruly behavior by festival vendors or their assistants (including intoxication, verbal abuse, or threatening behaviors) **will not be tolerated and are cause for immediate removal from the grounds.**
11. The vendor shall be responsible for removing all displays, advertising materials and the like erected or placed on the premises immediately at the close of each vending day.
12. The Charles H. Wright Museum of African American History does not advocate the endorsement of political candidacy, therefore, the distribution of political paraphernalia or information is expressly prohibited.
13. Marketplace vendors will cease all sales at 8:30pm each vending day. Sales after the closing time will result in City fines or removal from festival premises at the vendor's expense.

Vendor Initials: _____ *Date:* _____

14. **Any violation of these rules may result in the vendor having to immediately vacate the premises or leased space.**
15. An assigned space will accommodate a single table, either 6-foot or 8-foot, only.
16. TableTop Market vendors are limited to one table space in the park.
17. Vendors must provide their own table and chair(s).
18. Vendors may not bring tents. Vendor tent/canopy provided by festival.
19. Table space includes display and storage, **which cannot extend beyond assigned space.** Table top is sole space for display of merchandise.
20. Vendors are responsible for their own display materials.
21. Vendors spreading outside of the assigned table space will be charged for an additional space. Payment is due at time of violation. Vendors refusing to pay the additional fee will be escorted off the premises **by security.**
22. Sub-letting or transfer of table space is not allowed.
23. TableTop Market vendor fee includes City of Detroit Temporary Business License.
24. TableTop Market vendors agree to clearly display business license and space number.
25. For complete state of Michigan sales tax guidelines see the official state website at http://www.michigan.gov/taxes/0.1607.7-238-43529-154427--.00.html.

    (If you make retail sales at only one or two events in Michigan per year you may complete the Form 2271, Concessionaire's Sales Tax Return and Payment. If you prefer to obtain a sales tax license you may complete Form 518, Registration for MI Taxes.)
26. Vendors are responsible for the cleanliness, safety, insurance, and security of his or her property.
27. The sale of counterfeit or bootlegged merchandise is prohibited and subject to confiscation. Vendor may be removed from festival premises.
28. Loud amplified music, or other sounds, contraband, dangerous objects, and animals prohibited.
29. TableTop Market will shutdown at 8:30pm each sales day.

Vendor Initials: _____ *Date:* _____

VENDOR FEES

$300.00 **SPACE RENTAL FEE, for Saturday and Sunday**

Includes two days (8.5 hours per day), 6-8 foot table top sales space, electrical connection, tent canopy cover, one parking space. Vendor provides table, chairs, electrical cords (if needed), table décor and signage.

$115.00 **CITY OF DETROIT TEMPORARY BUSINESS LICENSE**

One-time fee. One license required for both days. U.S Veterans are exempt from this license fee. Veterans must attach a copy of DD214 discharge form.

$ 50.00 **LATE APPLICATION FEE**

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Late fee is required for vendors applying after August 5, 2016.

TOTAL VENDOR FEES:

TABLETOP VENDOR	$415.00	Veteran: $300.00
TABLETOP LATE VENDOR	$465.00	Veteran: $350.00

Circle the categories of your merchandise:

ART	**APPAREL**	**BATH & BODY**	**BOOKS**	**DVDs**
FABRIC	**INCENSE**	**JEWELRY**	**OTHER**	

Describe the items you will sell:

_____

_____

_____

ENCLOSE PHOTOGRAPHS OF PRODUCTS/ MERCHANDISE TO BE SOLD IN YOUR BOOTH, OR PROVIDE A WEBSITE, OR SEND DIGITAL IMAGES TO:

awf.vendors@gmail.com

CONTACT INFORMATION: (Please PRINT all information)

Contact Name	
Business Name	
Address	
City, State, Zip	
Cell Phone#	
Home/Business Phone#	
Email	

(1) Have you operated a booth at the African World in the past? Yes_____ No_____

(2) If yes, indicate the years of participation: _____

APPLICATION CHECKLIST *Incomplete Applications will be not considered for participation.*

_____ Initial all pages

_____ Signature on page

_____ Copy of U.S. Veterans DD214 discharge form (if applicable)

_____ Copy of Government issued photo identification card
(examples: driver's License or Passport)

_____ Photographs of merchandise or Website Link

_____ Completed City of Detroit Business License Application (attached)

TOTAL PAYMENT ENCLOSED: $ _____

All fees to be paid by Check or Money Order made payable to:

CHW Museum of African American History

STATEMENT OF UNDERSTANDING

My signature below confirms I have read, fully understand and agree to abide by the vendor rules and regulations for the 34th African World Festival, should I be approved to participate. I understand that submission of this vendor application for the TableTop Market does not imply or secure application acceptance or specific booth location.

APPLICANT NAME: (please print)

_____

APPLICANT SIGNATURE:

_____

DATE OF SIGNATURE: _____

Mailing Address:

AWF Office

The Charles H. Wright Museum

315 E. Warren Avenue • Detroit, MI 48201

Festival Information:

Phone: 313-494-5824 **Fax:** 313-494-5855

Email: awf.vendors@gmail.com