



# 35<sup>th</sup> Annual African World Festival

## *Vendor Application*

***Complete and return with payment by Friday, June 30, 2017***

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

### **General Information**

Celebrating the rich diversity of the African Diaspora, the 35<sup>th</sup> Annual African World Festival, presented by The Charles Wright Museum, provides the ultimate cultural arts and entertainment experience for the whole family.

### **Application Deadline: Friday, June 30, 2017**

Postmark and hand-delivery deadline is Friday, June 30, 2017 for submission of the Vendor Application with required product/merchandise photographs and fees. Following the selection process, confirmations will be emailed beginning Friday, July 14<sup>th</sup>. All payments must be received in full for vendor consideration. **Incomplete applications will be returned and mailed back to the vendor and vendor will be removed from the selection process.**

**Applications postmarked or hand-delivered** after June 30<sup>th</sup> will be placed on the vendor waiting list. Vendors selected for participation from the waiting list will be notified via email beginning Friday, July 21<sup>st</sup>.

Full refunds will be forwarded via U.S. Mail, beginning Friday, July 14<sup>th</sup>, to all vendors not selected for participation.

Applicants, who have submitted photographs in previous years **and** have not changed their product/merchandise list, are not required to re-submit photographs. **Please indicate on the application if you have previously submitted photographs.** Should your photos not be on file the vendor **will be** responsible for submitting new photographs within seven (7) business days of notification. Submit photographs and accompanying documents via email (preferably) to [awf.vendors@gmail.com](mailto: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.

### **Festival Set-up Schedule**

**Booth assignments not received in advance must be picked up on site.** Please bring confirmation letter and photo identification to festival grounds to receive booth assignment. Booth assignment hours at the Museum: Wednesday, July 26<sup>th</sup> through Friday, August 4<sup>th</sup>, 11:00a-4:30p. The festival office is open Tuesday – Friday only. On-site booth assignment hours on festival grounds: Thursday, August 17<sup>th</sup>, 9:00am – 3:00pm.

### **Festival Set-up Schedule**

Thursday, August 17<sup>th</sup> 10:00a -9:00p

Friday, August 18<sup>th</sup> 7:00a – 11:00 am

## **Rules and Regulations for ALL VENDORS**

1. No vendor applications will be accepted **AFTER** Thursday, August 17, 2017 at 4:30p.
2. NO refunds on booth fees for selected vendors.
3. NO rain dates.
4. All products and/or services offered for sale during this festival must be the same products and/or services approved during the selection process.
5. All products and/or services offered for sale during this festival 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. Vendor applicant **MUST** be at vending location at all times.
8. Vendor applicant will be held responsible for any and all infractions at their location.
9. All vendors agree to indemnify, defend, and hold the Museum harmless against any third party claims arising from the event, excluding any proven negligence on the part of the Museum.
10. Museum assumes no liability with respect to any property, of any kind, placed upon the premises by the vendor.
11. Museum, event contractors, or any event sponsors are not responsible for accidents or stolen items.
12. 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.**
13. 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 the festival.
14. 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.
15. Marketplace vendors will cease all sales at **11:00pm** each festival night. Sales after the closing time will result in City fines or removal from festival premises at the vendor's expense.
16. **Any violation of these rules may result in the vendor having to immediately vacate the premises or leased space.**

**REMOVAL FROM FESTIVAL GROUNDS:** Festival Staff will direct Security to immediately remove from the Festival Grounds any Vendor with two violations of the Event Rules and Regulations.

Vendor Initials: \_\_\_\_\_

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

## **MARKETPLACE VENDOR - Rules and Regulations**

1. An assigned single booth space measures 10' x 10' and a double booth space measures 10' x 20'.
2. Tents larger than 10' x 10' (or 10' x 20' for double booths, only) are not allowed.
3. Booth space includes display and storage, **which cannot extend beyond assigned tent space.**
4. Vendors must provide their own tent(s), tables, chairs, and electrical extension cords.
5. Vendors are limited to the purchase of two (2) side-by-side booths, where approved.
6. Single booth vendors spreading outside of said 10' x 10' space, or double booth vendors spreading outside of said 10' x 20' space, will be charged for an additional 10' x 10' booth fee. Payment is due at time of violation. Vendors refusing to pay the additional fee will be escorted off the premises **by security.**
7. Sub-letting or transfer of booth space is not allowed.
8. Marketplace vendors must provide fee payment for City of Detroit Business License.
9. Marketplace vendors agree to clearly display business license, booth number, and other required vendor licenses and credentials at all times.
10. For complete State of Michigan sales tax guidelines see the official state website at <https://www.michigan.gov/taxes/0,1607,7-238-43529-155505--,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 Michigan Taxes.)*
11. Vendors are responsible for their own display materials.
12. Vendors are responsible for the cleanliness, safety, insurance, and security of his/her property.
13. The sale of counterfeit or bootlegged merchandise is prohibited and subject to confiscation. Vendor may be removed from festival premises.
14. Vendors playing music may not broadcast profanity, vulgarity, or other lyrics or sounds deemed inappropriate for a family audience.
15. Loud amplified music, or other sounds, contraband, dangerous objects, and animals are prohibited.
16. All Marketplace vendors are required to pay a \$25 non-refundable clean-up fee.

Vendor Initials: \_\_\_\_\_

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

**FOOD VENDOR - Rules and Regulations**

1. NO cash food sales.
2. Absolutely no beverage sales allowed. Beverage sales are the exclusive right of the Museum.
3. Festival tickets are required for all food sales. All food vendors will be provided a scheduled time for their ticket weigh-in on Monday after the festival. Weigh-in will happen at the Charles Wright Museum of African American History.
4. Each vendor is responsible for bringing their DRY tickets to the weigh-in at their scheduled time. Any wet tickets will not be weighed.
5. After the ticket settlement, vendors will receive pay-out checks. Vendors who are late or miss their appointment time will be placed at the bottom of the list. Scheduled times will be given to vendors upon Festival check-in.
6. Food vendors must supply all equipment, including deep fryers, necessary for cooking and vending operations.
7. Food vendors must provide evidence of liability insurance coverage at time of confirmation. Liability insurance papers MUST be submitted to festival coordinator by Friday, August 4<sup>th</sup>. Proof of liability insurance not submitted by Friday August 4<sup>th</sup> may result in cancellation of vendor confirmation.
8. Food vendors must provide fee payment for Health Department License and City of Detroit Business License.
9. Food vendors must complete required Health Department Application and abide by all City, County, State and event regulations and standards.
10. Food menus and prices should be submitted with application.
11. Food vendors must finalize complete menu and prices by Friday, July 28<sup>th</sup>.
12. Food vendors agree to maintain a clean, attractive, and safe booth area.
13. Food vendors agree to clearly display food license, booth number, and other required vendor licenses and credentials at all times.
14. Visit [www.michigan.gov/mda](http://www.michigan.gov/mda) to learn more about State requirements for outdoor kitchens.
15. Food vendors cooking in the grill area are required to provide a \$150.00 returnable deposit. Deposit will be refunded at Monday weigh-in if no grease spills and clean-up costs are assessed by Festival Staff.
16. All food vendors are required to pay a \$25 non-refundable clean-up fee.

Vendor Initials: _____	Date: _____
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**Vendor Fees**

**Marketplace**

	<b>Rental Fee</b>	<b>City License Fee</b>	<b>Health Department Fee</b>	<b>Grease Spill Deposit</b>	<b>Clean-Up Fee</b>	<b>Total</b>
Marketplace Single Booth	\$ 800.00	\$115.00	-----	-----	\$25	\$940
Marketplace Double Booth	\$1,600.00	\$230.00	-----	-----	\$25	\$1855

**Kitchen - Option 1-**

Kitchen Single Booth	\$1,335.00	\$115.00	\$250.00	(\$150.00) if applicable	\$25	\$1,725.00 (\$1,875.00) +20% of Sales
Kitchen Double Booth	\$2,670.00	\$230.00	\$250.00	(\$150.00) if applicable	\$25	\$3,175.00 (\$3,325.00) +20% of Sales
Snack Vendor Sales	\$700.00	\$115.00	\$250.00	-----	\$25	\$1090.00 + 20% of Sales

**Kitchen - Option 2 -**

Kitchen Single Booth	\$4,635.00	\$115.00	\$250.00	(\$150.00) if applicable	\$25	\$5,025.00 (\$5,175.00)
Kitchen Double Booth	\$7,020.00	\$230.00	\$250.00	(\$150.00) if applicable	\$25	\$7,525.00 (\$7,675.00)
Snack Vendor Sales	\$1,400.00	\$115.00	\$250.00	-----	\$25	\$1,790.00

**Vendor Late Fees: July 1 - August 17, 2017**

	<b>Rental Fee</b>	<b>City License Fee</b>	<b>Health Department Fee</b>	<b>Late Fee</b>	<b>Clean-Up Fee</b>	<b>Total</b>
Marketplace Single Booth	\$ 800.00	\$115.00	-----	<b>\$125</b>	\$25	\$1065
Marketplace Double Booth	\$1,600.00	\$230.00	-----	<b>\$200</b>	\$25	\$2055

**OPTION 1**

Kitchen Single Booth	\$1,335.00 +(\$150) <small>if applicable</small>	\$115.00	\$250.00	<b>\$175</b>	\$25	\$1,900.00 (\$2050.00) +20% of Sales
Kitchen Double Booth	\$2,670.00 +(\$150) <small>if applicable</small>	\$230.00	\$250.00	<b>\$250</b>	\$25	\$3,425.00 (\$3,575.00) +20% of Sales
Snack Vendor Sales	\$700.00	\$115.00	\$250.00	<b>\$175</b>	\$25	\$1,265.00 + 20% of Sales

**OPTION 2**

Kitchen Single Booth	\$4,635.00 +(\$150) <small>if applicable</small>	\$115.00	\$250.00	<b>\$175</b>	\$25	\$5,200.00 (\$5,325.00)
Kitchen Double Booth	\$7,020.00 +(\$150) <small>if applicable</small>	\$230.00	\$250.00	<b>\$250</b>	\$25	\$7,775.00 (\$7,925.00)
Snack Vendor Sales	\$1400.00	\$115.00	\$250.00	<b>\$175</b>	\$25	\$1,940.00

**VENDOR LATE FEES WILL BE ASSESSED FOR VENDOR APPLICATIONS POST-MARKED or HAND-DELIVERED AFTER June 30, 2017.**

**All Fees to be paid by Check or Money Order made payable to: The Wright Museum**

**All Vendors**

Have you operated a booth at the African World Festival in the past? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how many years \_\_\_\_\_

**Contact Information**

Contact Name			
Co-Applicant Name (if applicable)			
Business Name			
Address			
City, State, Zip			
Daytime Telephone		Cell Phone	
Fax		E-Mail	
Website			

**MARKETPLACE VENDORS**

Indicate the general category to be sold from your booth. - *Please circle all that apply.*

<b>Art</b>	Original Fine Art	Original Hand-Crafts	Photography	Copies
<b>Apparel</b>	Original Designs	African Clothing	Other Imports	T-Shirts
<b>Accessories</b>	Original Designs	Manufactured Items	Shoes	Hats
<b>Jewelry</b>	Original Designs	Fine Metals, Stones	Costume	-----
<b>Household</b>	Lotions/Soaps/Oils	Incense	Fabrics/Textiles Furnishings	-----
<b>Other</b> (specify)	Books	Music/CDs	DVDs	Memorabilia

**PLEASE ENCLOSE PHOTOGRAPHS OF PRODUCTS OR MERCHANDISE TO BE SOLD IN YOUR BOOTH, OR PROVIDE A WEBSITE,  
OR SEND DIGITAL IMAGES TO [awf.vendors@gmail.com](mailto:awf.vendors@gmail.com)**

**Food Vendors**

Indicate what type of foods will be sold in your kitchen booth. - *Please circle all that apply.*

Fried	Grilled	Raw	Baked
SALADS/HEALTH FOODS	MEATS	FAST FOODS	DESSERTS
AFRICAN CUISINE	AFRICAN AMERICAN	CARIBBEAN	OTHER (please name)

**PLEASE ENCLOSE YOUR FULL MENU WITH DESCRIPTIONS, PORTIONS, AND PRICES FOR EACH ITEM.**

**TOTAL Payment:**

Are you a U.S. Veteran? \_\_Yes \_\_No

*U.S. Veterans are exempt from the vendor license fee. **Veterans must attach a copy of DD214 discharge form.***

_____ MARKETPLACE	One (1) Booth	Total: \$940.00	Veteran: \$825
_____ MARKETPLACE	Two (2) Booths	Total: \$1,855.00	Veteran: \$1,625
_____ KITCHEN (opt1)	One (1) Booth	Total \$1,725.00 (\$1875) (plus 20% of sales)	Veteran: \$1,610 (\$1,760)
_____ KITCHEN (opt1)	Two (2) Booth	Total: \$3,175.00 (\$3325) (plus 20% of sales)	Veteran: \$2,945 (\$3,095)
_____ Snack Vendor (opt1)	One (1) Booth	Total: \$1,090.00 (plus 20% of sales)	Veteran: \$975
_____ KITCHEN (opt2)	One (1) Booth	Total \$5,025 (\$5175)	Veteran: \$4,910 (\$5,060)
_____ KITCHEN (opt2)	Two (2) Booth	Total: \$7,525.00 (\$7675)	Veteran: \$7,295 (\$7,445)
_____ Snack Vendor (opt2)	One (1) Booth	Total: \$1,790.00	Veteran: \$1,675

- Apply LATE FEE if it applies.

**STATEMENT OF UNDERSTANDING**

I have read, fully understand, and agree to abide by the vendor rules and regulations for the 2017 African World Festival

***NOTE: Submission of application for booth does not secure acceptance or placement of booth.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPLICATION CHECKLIST:**

*Incomplete Applications will be returned and not considered for participation.*

- \_\_\_\_\_ Initials, page 2, "Removal from Festival Grounds"
- \_\_\_\_\_ Completed, signed Vendor Application
- \_\_\_\_\_ 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 items to be sold in Marketplace Booth(s)
- \_\_\_\_\_ Website or other internet address for Marketplace samples
- \_\_\_\_\_ Completed City of Detroit Business License Application
- \_\_\_\_\_ Completed City of Detroit Health Department Application (Food Vendors)
- \_\_\_\_\_ Menu and descriptions of foods to be sold in Kitchen Booth(s)

**Mailing Address:**

**AWF Office**

**The Charles Wright Museum**

315 E. Warren Avenue • Detroit, MI 48201

**Festival Information:**

**Phone:** 313-494-5824 • **Fax:** 313-494-5855 • **Email:** [awf.vendors@gmail.com](mailto:awf.vendors@gmail.com)