

# AFRIFEST™ – VENDOR APPLICATION, AGREEMENT & EXHIBIT A

Company Name: \_\_\_\_\_ Tax ID # \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Apt/Unit # \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Work/Alternate Phone: \_\_\_\_\_  
 ▶ Email address: \_\_\_\_\_  
 Product or Service: \_\_\_\_\_

## BOOTH SPACE AND VENDOR SPONSORSHIP FEES

The following rates are for a 10'X10' booth space (**We do not provide BOOTHS, TENTS, OR TABLES**). If you require more space please call for rate information and then complete the form as instructed. The rates for electricity are \$50 for 20 amps. Please include the appropriate amount in the form below.

**Late Fee Schedule:** Registrations received after AUGUST 1<sup>ST</sup> - \$50

Category	Booth Space Size	Booth Fee	Elect. Fee	Late Fee	Total
Supporting Vendor Sponsor	10X10	\$1,500	Included		
Food Vendor Sponsor	10X10	\$250			
Non Alcoholic Drink Vendor	10X10	\$150			
Promo/Merchandise Vendor	10X10	\$100			
Artists ONLY	TABLE	\$50			
<b>TOTAL AMOUNT TO BE PAID</b>					

## PAYMENT OPTIONS

**Payments shall be made in the form electronic payment or check as follows:**

If vendor is paying by check, make checks payable to **GMCC (GREATER MINNEAPOLIS COUNCIL OF CHURCHES)-MEMO LINE (AFRIFEST FOUNDATION)** and mail to at least 2 weeks in advance of festival-**NO CHECKS ACCEPTED ONE WEEK BEFORE FESTIVAL (\$35 FEE FOR ANY RETURN CHECKS)**:

AFRIFEST FOUNDATION  
 Center for Families  
 3333 North Fourth Street, Minneapolis, MN 55412  
 Tel: 612-276-1571 x261 Fax: 612-225-1888  
 Email: info@afripest.org  
 Festival Motto: "Enlightenment, Diversity, and Unity."  
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**AFRIFEST FOUNDATION**

**Center for Families**

**3333 North Fourth Street**

**Minneapolis, MN 55412**

**Reference: Afrifest 2011**

Completed form can be Faxed to: 612-225-1888

Registration is not complete without a signed registration form.

Check # / Money Order #: \_\_\_\_\_ Pay to the Order of: **"GMCC (GREATER MINNEAPOLIS COUNCIL OF CHURCHES"**

Receipt of ***completed*** registration form ***and*** payment is required to confirm your registration.

**CANCELLATION POLICY: No refunds**

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**I agree to the terms and conditions of this agreement.**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

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## TERMS AND CONDITIONS

### **AFRIFEST FOUNDATION (Herein referred to as Event Producer) and Exhibiting Vendor (Sponsor)**

☒The company listed on the first page of the Participation Agreement (“sponsor”) has selected and is participating in the sponsorship program at a Package Level designated in the Participation Agreement and is hereby authorizing Event Producer to secure (by purchase, contract, or otherwise) all benefits as otherwise outlined in this Agreement for each Sponsor Level and as promised in sponsorship package benefits contained within, including the purchase of media space from various companies selling either network television, cable television, radio, interactive, and/or print related ad space as otherwise provided for herein.

1. **General Sponsorship Information:** Event Producer is responsible for delivering items contained within the sponsorship program, provided there are no unforeseen reasons for the Event (Afrifest 2011) not to occur beyond our control, including events of “force majeure” (as such term is commonly understood in the entertainment and media industries). Event Producer make no representations or warranties regarding the number of persons who will the Event, such number being impossible to predict accurately ahead of time. Sponsor by its signature on the first page of this Agreement agrees to abide by the terms and conditions herein and those set forth on the front page of the Agreement.
2. **Payments:** PAYMENT DUE IN FULL UPON RECEIPT OF INVOICE. INVOICE IS SENT SEPARATE FROM THIS AGREEMENT. IN ALL CASES, INVOICE MUST BE PAID IN FULL PRIOR TO SPONSOR/VENDOR RECEIVING SPONSORSHIP BENEFITS OR EXHIBITING. The person signing this agreement expressly represents and warrants to Afrifest Foundation that they are authorized by sponsor to bind them to the terms and conditions hereof. The person signing this AGREEMENT understands and agrees that they are personally bound and liable to pursuant to the terms and conditions hereof in the event such authority to bind the sponsor does not exist.
3. **Rules:** Sponsor agrees to abide by the rules and regulations of Afrifest 2011 vendor exhibiting (hereby attached as EXHIBIT A: 2011 AFRIFEST VENDOR PROCEDURES)
4. **Term:** This agreement is effective upon execution by both parties. The right to terminate this agreement is within the sole discretion of event producer with 5 days written notice by mail, fax, or email to sponsor. Termination could arise from the certain incidences, but not limited to. Breach of agreement terms, breach of vendor procedures, failure to secure proper equipment or other required city licenses for vendor exhibition, food, or drink sales. No full refund will be given if less than 30 days to event date and due to vendor’s inability to obtain proper licenses and follow procedures.

## AFRIFEST 2011 VENDOR APPLICATION EXHIBIT A

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# VENDOR GUIDELINES AND RULES

Vendor Permit # (FOOD AND DRINK VENDORS ONLY)

## Tax Information

MN Tax ID #

MN Sales Tax # Federal Tax ID #

Tax Exempt # IRS Operator ID #

## Special Needs

Please tell us about any special needs you have.

## Special Instruction to Food and Beverage Vendors

\_ RULE - Food Vendors cannot sell beverages or non-food items of any sort (Any exceptions need to be approved).

\_ RULE - Registered Beverage Vendors can only sell non-alcoholic beverages like water, Italian Ice, Iced, Smoothies, Coffee/Tea, juices, etc. Note:

\_ Propane usage must be approved by permit ahead of time.

\_ Violation of beverage vending rule intentionally or unintentionally, by owner or staff, will result in immediate closure of booth.

\_ Any grease must be placed in a sealed container and taken off Festival premises.

\_ All food and beverage vendors (THOSE WITHOUT PRIOR FESTIVAL VENDING EXPERIENCE) MUST attend one of two MANDATORY Food Handling Training Sessions to be determined and vendors will be notified.

**ALL FOOD, DRINK, AND UNFINISHED GOODS VENDORS WILL HAVE TO PROVIDE LIABILITY INSURANCE NAMING AFRIFEST FOUNDATION PRODUCER OF AFRIFEST 2011 AS ADDITIONAL INSURED.**

If you ordered electricity please list the ELECTRICAL equipment to be used. Include trailers, grills, trucks, vans, deep fryers, displays, games, decorations, etc. How many of each?

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## INSTRUCTIONS TO ALL VENDORS

### Arrival, Parking, Check In and Booth Assignment

\_ Vendors MUST be confirmed to enter the festival area

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- \_ Each vendor MUST check in at the Afrifest Information Booth upon arrival on
- \_ At the Information Booth you will receive assistance with space location.
- \_ Vendors are allowed to bring vehicles on the festival site between 8:00 a.m. and 12:00 p.m.
- \_ Booth must be open and ready for business by 12:00 p.m. and remain open until at least 5:00 p.m. unless otherwise notified by an Afrifest vendor representative.

#### Power, Tents and Supplies

- \_ Tents are REQUIRED FOR ALL FOOD AND DRINK VENDORS.
- AFRIFEST DOES NOT SUPPLY TENTS, TABLES, OR BOOTHS.**
- \_ No power will be provided to vendors who did not request and purchase it with initial application. Afrifest does not provide extension cords or the like to vendors.

#### General Expectations and Prohibited Items

- \_ All vendors will remain open and ready for business from 12:00 p.m. to 5:00 p.m.
- \_ Balloons are not to be sold or used as booth decorations.
- \_ Music is not allowed in booths.
- \_ No refunds will be issued
- \_ No tobacco, drug, or alcohol products are allowed.

#### Check Out, Clean Up, and Exiting

- \_ Each vendor MUST check out with an Afrifest Information Booth Volunteer
- \_ Afrifest will assess a \$100.00 clean up fee to any vendor that fails to clean up space on departure.
- \_ Each vendor is responsible for cleaning up booth area and placing trash in dumpsters.
- \_ Vendor Vehicles will be allowed into Festival grounds for the purpose of loading up materials

#### **PLEASE SIGN AND RETURN ONE COPY WITH APPLICATION.**

**I CERTIFY THAT I, \_\_\_\_\_, HAVE READ THE AFRIFEST VENDING INFORMATION SHEET AND HAVE (OR WILL) COMMUNICATE IT TO PERSON WORKING IN MY VENDING AREA. MOREOVER, I UNDERSTAND THAT MY VENDING OPERATION MAY BE SHUT DOWN BY AFRIFEST FOR VIOLATION OF ANY OF THE ABOVE PROVISIONS:**

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