

12TH ANNUAL AFRICAN VILLAGE

Arts Festival 2018

Vendor Fees

Food Vendors - **\$125** All Other Vendors - **\$75**

10'x10' spaces
(Additional fee per 10'x10' space required)

Applicants can sign up for more than one space!

Three ways to apply - send your application and fee(s) as provided for below:

	Application Forms	Payment
Mail to:	Urban Cultural Arts Foundation 1270 Bryden Road Columbus, OH 43205 c/o Baba Shongo	Make all checks payable to: Urban Cultural Arts Foundation
Drop off at:	Zawadi Books 1500 Mt Vernon Ave Columbus, OH (614) 321-2476	
Email to:	info@galleryinthehood.com	Paypal to: info@galleryinthehood.com

DEADLINE FOR APPLICATION(S):

Applications must be received on or before **July 16**

NO EXCEPTIONS

12th Annual African Village Arts Festival

Vendor Application – Please Print!

Company Name (if applicable)		Phone
Contact Person Name		Phone
Email Address		Website URL
Address		
City	State	Zip Code

FOOD VENDORS - Please list the menu items you plan to sell (**no water sales**):

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ALL OTHER VENDORS - Please circle one of the following options that would best categorize your business:

- | | |
|--|--|
| <ul style="list-style-type: none">• Community Organization• Arts & Crafts• Beauty Products (Soaps/Oils/Lotions/Shea Butters) | <ul style="list-style-type: none">• Clothes and/or Jewelry• Commercial Enterprises• Books and Cultural Items |
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Please provide a description of your booth (food truck or trailer) – Please attach photos if possible

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Indicate any special needs you or your staff may have:

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Do you need electricity? Circle one: Yes No

Specify equipment you will be running (include projected wattage and/or amperage)

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If you use a tent or canopy it must be fire resistant and you must be able to prove it.

Your signature below indicates that you have read the booth information (rules) sheet and agree to accept and abide by the terms and conditions as described.

Signature _____ Date _____

12th Annual African Village Arts Festival

Vendor Information & Frequently Asked Questions

Where does the African Village Arts Festival take place?

Next door to Central Community House/English Center for Art and Community - 1251 Bryden Road
Columbus, OH 43205

What is the deadline for vendor applications?

Your application must be **RECEIVED** on or before July 16 – No Exceptions!

How big are booth spaces?

Booths are 10' (ten) feet in length. You may request two booths to form a larger space.

How much do booths cost?

Each 10'X10' booths cost \$75.00 for non-food vendors, \$125.00 for food vendors.

What items are allowed for sale?

Handmade arts and crafts, handmade and vintage clothing, antiques, rare treasures, community outreach items, buttons and books. All items **MUST** be listed on your Vendor Application or you will not be authorized to sell them.

What items are NOT allowed for sale?

Water, weapons, weapon like novelties, CD's or tapes if not made by the artist, no homemade mix tapes.

How are booths assigned?

Space is limited – first come, first served. You **MUST** have your application in on or before the application deadline – no exceptions! If accepted, you will receive your booth number when you arrive for set up on Saturday. No walk ups will be accepted on the day of the festival.

What about licenses?

Each vendor is separately and individually responsible for the collecting and self-reporting of state sales tax, with the exception of non-profit organizations.

What to bring:

Bring **EVERYTHING** you will need, tables, chairs, pedestals, fire resistant canopies, heavy-duty outdoor type extension cords. The Festival does not provide any of these items.

Must Have: Weights/gallon jugs, etc. for all 4 poles of tent in case of high winds.

What NOT to bring:

Leave your boom box at home, unless you have earphones. No noise producing items like TV's, radios, stereos, computers, and other noisy merchandise such as motor bikes will be permitted. You may not bring any items not listed on the Vendor Application. Please leave all pets at home unless working dogs.

Important Information

What time is set-up:

Set up time on Saturday is 8AM to 10AM with all cars off site by 10:30AM – no exceptions.

What if I can't set-up Saturday morning:

If you would like a set-up time on Friday, please contact - info@galleryinthehood.com for time and authorization.

What time is tear down:

Tear down will begin no earlier than 7:00PM

If there is a crowd on site, tear down time will be later to assure pedestrian safety

The street fair coordinator and Columbus Police Officers will make this determination.

NO CARS WILL BE ALLOWED ON SITE AT ANY OTHER TIMES

If you arrive late or wish to tear down early, you will need to walk your materials in or out .

All traffic will flow North to South during set up. Traffic flow for tear down will be determined daily.

A walking escort must accompany all cars moving on site at any time.

Details will accompany notification.

Questions? Contact

info@galleryinthehood.com for all vendor questions