

African American Heritage Festival

FEES/RULES & REGULATIONS

REGISTRATION FEES: (fees are the same for one or two days). These fees include a City fee imposed on vendors selling goods at festivals.

Retail/Artist/Crafts/ \$135
Exhibitors: \$25.00

Extra table \$10 Extra
Late Fee \$50.00

FOOD VENDOR APPLICATION \$150.00 (12X12)
Political Parties \$135.00

For your registration fee, you will receive a covered space, approximately 12' X 12' in size, **ONE** 6' table, and **ONE** folding chair. If you need to purchase **extra tables or chairs** you must provide this information on your application. These will be provided on first come first served basis. This is a change from the past years. You may bring your own display stand, as long as it will fit into the allotted space. If you bring your own display and wish to be located outside in an uncovered area, please make sure you check **YES** on the vendor application.

If you have your own food trailer, please check YES on the vendor application so we can assign you a space and arrange placement of your food trailer. Food vendors must complete a **temporary food permit** application and return it to the Staunton-Augusta Health Dept. Office at 1414 N. Augusta St.

P.O. Box 2126, Staunton, VA. 24402, with the appropriate fee. This must be completed by August 7, 2017.

Vendor Application and Indemnity Bond, must be returned to the Festival Committee no later than August 7, 2017.

REQUIREMENT: All vendors are required to provide a sign identifying their business name and product. Canned string and caps cannot be sold (safety violation).

CANCELLATIONS: If you must cancel for any reason there is a \$25.00 cancellation fee that will be deducted from fees already paid. There will be no refunds from cancellations made after September 2, 2017. Please allow 30 days for any refund due. Committee is not responsible for cancellation due to unforeseen circumstances, including, but not limited to weather or national policy and no refunds will be issued.

SET-UP / TAKE DOWN: Please allow sufficient time to set up your booth. Set-ups must take place during the appointed time only (Saturday and Sunday from 8:00 am until 10:00 am. Any vendor arriving after 10:00 am on either day must hand-carry items onto the festival site. ALL vehicles must be removed by 10:00 am both days.

PARKING: There is designated free parking throughout both days. Please do not park or leave your trailer or vehicle until you have signed in at the vendor registration desk. Please return the Vendor Application and Indemnity Bond/Hold Harmless Agreement along with a **Cashier's Check or Money Order in the appropriate amount no later than August 7, 2017 to:**

Vendor Committee, African-American Heritage Festival
P.O. Box 2041
Staunton, VA 24402

African-American Heritage Festival Foundation Contact Persons:

Margaret Lyle (540-292-1480)