



Africa In April Cultural Awareness Festival, Inc.

P. O. Box 111261 Memphis, Tennessee 38111

(901) 947-2133 office , (901) 947-2414 fax

www.africainapril.org aiafest@bellsouth.net

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To: Prospective Concessionaires:

From: David L. Acey, Sr., Executive Director
Louis Martin III, Food Coordinator

Subject: Concessionaire Application

Honored Country: The Republic of Nigeria

Dear Concessionaire (s):

I am enclosing a Concessionaire Application for the 33rd Annual Africa In April Cultural Awareness Festival, Inc., April 17 -21, 2019 (Wednesday, Thursday, Friday, Saturday, & Sunday). **Please complete the enclosed application and return with your deposit of \$800.00 by March 1, 2019** to be considered for Africa In April Festival 2019 Applications received after the deadline will not be considered.

Africa In April Festival 2019 will take place at Robert R. Church Park, Beale at Fourth St., in the internationally famous Beale Street Historic District as follows:

Thursday: April 18, (Vendor's set up day)

Friday: April 19, 7:30a.m. - 8:00p.m.

Saturday: April 20, 7:30a.m. - 12:00a.m.

Sunday: April 21, 8:00a.m. 8:00p.m.

Complete the enclosed application immediately and forward to the Africa In April office. Submitting your applications will not necessarily assure participation. Selected concessionaires will be based on available space, uniqueness, quality and prior experience. All decisions regarding participation **ARE FINAL**. Review the rules, regulations, and criteria carefully governing Africa In April Festival 2019.

If you have questions, contact Louis Martin III at (901).870.6626 or David L. Acey, Sr. C (901)315-7508 O (901)947-2133 Fax (901)947-2414.

TERMS OF AGREEMENT

1. Location:

Beale Street at Robert R. Church Park, Downtown Memphis, Tennessee

2. Dates:

Vendor Set Up -Thursday, April 18, 2019

Friday, April 19, 2018 thru Sunday, April 21, 2019. Hours of operation: Friday and Saturday 7:30a.m. to 12 p.m. Midnight; Sunday 8:00am to 8:00pm.

3. Booth Rental:

- **Booth Fees are \$95.00 per foot.** Concessionaires selected will be based on available space, uniqueness, quality and experience. All decisions made regarding participation **ARE FINAL**
- Booth assignments and vendor badges will be issued at the time of set-up. NO vendor will be allowed to set-up without credentials. Each vendor must show a valid driver's license or other valid government identification in order to pick up badges.
- Once accepted you will be required to pay your full vendor amount by **March 08, 2019**. If this payment is not received, another vendor will be offered this space. **(NO EXCEPTIONS)**.
- **No space shall be subleased to another vendor.**

5. Insurance:

Africa In April Concessionaires are required to have liability insurance with a **\$500,000.00 minimum coverage**. Your insurance agent should be able to take care of this for you from your existing policy. **This Certificate of Insurance from your agent should name the Africa In April Cultural Awareness Festival, Inc., Shelby County, the City of Memphis and PDR Power Distributor as additional insured.** **Africa In April will need a copy of this Certificate on or before, April 1, 2019.**

6. Permit/Taxes/Licenses:

- Vendors are responsible for all tax liability and licenses as required by the City of Memphis, Shelby County Government, and the State of Tennessee.
- **Concessionaires must obtain the necessary City of Memphis, Shelby County Health Permits, and Tax Licenses. Please call the Africa in April's office for specific details.**

7. Complimentary Meals:

- All food vendors are required to provide **\$250.00** worth of complimentary food/menu items for security/law enforcement personnel.
- Redeemable food tickets will be distributed to staff and security/law enforcement during the festival. **NO EXCEPTIONS.**

8. Menu Criteria:

- All participating food vendors must display professional menu boards specifying menu items and prices. Menu boards must be displayed at all times. No changes to menu boards will be allowed without prior permission from Africa In April. Africa In April reserves the right to specify items, brands, portions, and sizes that may be sold by vendors.

8. Non-food items:

- **Food Vendors will not be allowed to sell Alcohol Beverages or any non-food items without the written consent of Africa In April.** Use of the “Africa In April Cultural Awareness Festival, Inc.” name, logo, likeness or any other variation thereof, on any signage, T-shirts, printed materials, etc., will not be permitted without written permission from Africa In April.
- All Food Vendors interested in participating in the 2019 Africa In April Cultural Awareness Festival, Inc. **MUST** submit a completed applications form, a proposed priced menu and a current photograph or layout of their site by the application deadline.
- **All Food Vendors are required to maintain a clean, safe, and sanitary operating environment at all times.** At end of the festival, Vendors are required to clean thoroughly their assigned space, dispose of trash, and prepare their site for final / closing inspection.

8. Food Vendor Permit:

Food Vendors must contact the Memphis/Shelby County Health Department and secure a permit to participate in the Africa In April Festival. You may reach them by phone at (901)222-9000 or online at <http://www.shelbytnhealth.com/>

Make Cashier's Check or Money Order Payable to:

David L. Acey/Africa In April

PO Box 111261

Memphis, 38111

Signature_____

David L. Acey, Sr., Executive Director

or

Yvonne B. Acey, Associate Director

Date: _____

Vendor's Signature_____

Date: _____

2019 AFRICA IN APRIL CULTURAL AWARENESS FESTIVAL, INC.
FOOD VENDOR APPLICATION

Please type or print legibly. Please read all accompanying documents before completing application.

COMPANY:_____

ADDRESS:_____

CITY/STATE/ZIP:_____

CONTACT:_____

PHONE: DAY _____ **EVENING** _____

OFFICE _____ **CELL** _____

EMAIL:_____

SIGNATURE_____

PROPOSED MENU ITEMS AND PRICING:

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

4. _____ \$ _____

5. _____ \$ _____

6. _____ \$ _____

7. _____ \$ _____

8. _____ \$ _____

9. _____ \$ _____

10. _____ \$ _____

If additional space is needed please just copy this page or continue on an additional piece of paper.

AFRICA IN APRIL 2019

IMPORTANT GUIDELINES TO REMEMBER

The list below includes important points that you should remember in order to participate in Festival 2019. Failure to adhere to these Guidelines will seriously jeopardize your ability to participate in the future.

1. Completed applications are due prior to or by **March 1, 2019** so that we may plan for the number of Food Vendors.
2. **Once accepted**, the full Vendor Fee amount is due by March 08, 2019.
NO EXCEPTIONS
3. Proof of insurance **\$500.000,00** or more must be submitted to the office upon receipt of deposit.
4. All Food Vendors will be required to provide up to but not exceeding **\$250.00** worth of complimentary meals/menu items to AIA Security/Law Enforcement personnel per event.

*******DISCLAIMER*******

I, _____ agree that the Africa In April Cultural Awareness Festival, Inc. nor the City of Memphis and Shelby County Government, shall not be held responsible for any loss, damage, injury, or liability to the named party, it's staff, guests, customers and any other person using the premises under this agreement, or to their property for any cause or reason whatsoever.

To the fullest extent permitted by law, the above named party agrees to hold harmless the Africa In April Cultural Awareness Festival, Inc. nor the City of Memphis and Shelby County Government, its agents, and employees against any and all claims, suits, and demands, liabilities and damages, including attorney's fees and litigation costs, expenses, resulting from or arising in connection with, or incidental to, the above named party's use of the premises and/ or facilities, as described within.

Date: _____

Vendors Signature: _____