

**2023**



**Pan Afrikan Festival**

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**Vendor Handbook**

**A.B.O.V.E.**  
**Pan Afrikan Festival**  
**Vendor Handbook Festival Rules and Regulations**

**Note: Please read the entire handbook!**

Dear Potential Vendors,

A.B.O.V.E. is anxiously awaiting its 15<sup>th</sup> annual Pan Afrikan festival (formerly Afrikan American festival)!!! **The festival is to be held on Saturday, August 5, 2023 at the Highland Bowl Park from 11am to 8pm.**

Vendors will have assigned spaces based on the order in which the applications arrive in our office. We hope to attract a wide assortment of vendors, including food, snacks, ice cream, art, crafts, literature and wearable items. There will be lots of entertainment (including, music, dancing, African art and fun activities for kids).









Please find enclosed an application and more information about the event. Checks for the vendor booths should be made payable to: A.B.O.V.E. You can email applications to [sales@panaffestival.org](mailto:sales@panaffestival.org) or mail to P.O. Box 1236, Webster, NY 14580. Applications can also be downloaded from our website at [panaffestival.org](http://panaffestival.org).

Thank you in advance for your participation and support. We look forward to seeing you on August 5<sup>th</sup>!!!

Contact Information:

<http://panaffestival.org>  
<https://www.facebook.com/ROCPAFEST/>  
Mailing Address:  
A.B.O.V.E.  
P.O. Box 1236  
Webster, NY 14580

# Vendor Application Checklist

-  Read Vendor Handbook in its entirety
-  Complete, sign and return the PAF Vendor Application before the deadline
-  All Vendors: must comply with the Guidelines laid out in the Rules and Regulations portion of this document
-  Food Vendors: Must complete the Temporary Food Permit Application and comply with all requirements of the Monroe County Health Department
-  Pay online at: <https://panaffestival.org/vendors>
-  Please make all checks payable to: A.B.O.V.E., Inc.
-  P.O. Box 1236
-  Webster, NY 14580

## 2023 Pan Afrikan Festival Vendor Application Fees and Deadlines:

Type	Description	Vendor Fee Early Bird – 1/1/23 – 2/28/23 Standard – 3/1/23 – 5/30/23 Late – 6/1/23 – 7/15/23
<b>Food</b>	<b>cooked meats, entrees/ Dinners etc.</b>	<b>Early Bird - \$350.00 Standard - \$400.00 Late - \$500.00</b>
<b>Snacks</b>	<b>Ice cream, Slushies, fried dough, desserts, etc.</b>	<b>Early Bird - \$250.00 Standard - \$300.00 Late - \$400.00</b>
<b>Merchandise</b>	<b>gifts, t-shirts, clothes, art, jewelry etc.</b>	<b>Early Bird - \$150.00 Standard - \$200.00 Late - \$300.00</b>
<b>Service</b>	<b>hair, nails, lashes, massages, etc.</b>	<b>Early Bird - \$150.00 Standard - \$200.00 Late - \$300.00</b>
<b>Walking</b>	<b>flowers, periodicals, toys, etc.</b>	<b>Early Bird - \$100.00 Standard - \$150.00 Late - \$250.00</b>
<b>Books</b>	<b>including magazines</b>	<b>Early Bird - \$50.00 Standard - \$75.00 Late - \$100.00</b>
<b>Information</b>	<b>Distribution of info only. No sales!</b>	<b>Early Bird - \$60.00 Standard - \$70.00 Late - \$80.00</b>

## A.B.O.V.E

(Achieving & Bringing Our Vision to Excellence)

### Vendor information/Terms & Conditions

If you would like to participate in A.B.O.V.E.'s Pan Afrikan Festival as a vendor, please read the following guidelines carefully, complete and **return the application by the deadline (please see attached price list and dates)**. **All applications must be emailed, mailed or hand delivered to A.B.O.V.E. or one of its staff persons. No applications will be accepted or considered without a deposit or full payment.**

1. Please see attached price list for participating fees. All payments are non-refundable **(rejected applications will receive a full refund)**.
2. A half **deposit is due at the time of the application** and the **balance** must be submitted **no later than the deadline (PLEASE SEE PRICE LIST)**. Please see Vendor Price list for additional dates/deadlines.
3. All checks should be made payable to A.B.O.V.E. and can be mailed to P.O. Box 1236, Webster, NY 14580 (there is a \$35.00 fee for all returned checks).
4. Monroe County Health Department requires that all food vendors provide a health permit which must be displayed at the festival. Failure to comply will result in A.B.O.V.E. cancelling the contract and there will be no refund.
5. Each vendor will be fully responsible for all equipment pertaining to the preparation, sale and/or service of all items sold (ice, refrigeration, paper or plastic wear, grill, cooking utensils etc.).
6. **ALL SALES VENDORS** are required to disclose all items being sold. Failure to do so will result in rejection of your application. Sales of items that haven't been disclosed will result in cancellation of your contract. At that time, you will be required to close your booth. **NO REFUND WILL BE ISSUED.**
7. Each vendor is allowed to bring One 10 x 10 tent, one 6ft long table and 2 chairs. All vendors are fully responsible for providing their own additional materials for the booth space, such as, generators, signage, extension cords, etc.
8. Each Vendor is fully responsible for the set-up, clean-up and take-down of his/her own tent and area. Set-up will begin at 8 am and no later than 10 am and clean-up and break-down no earlier than 7:00pm and no later than 9:00pm.
9. All vendors must at all times adhere to the Monroe County/Monroe County Health Department safety guidelines. All food vendors must have (and display) an ABC fire extinguisher.
10. All vendors are required to provide A.B.O.V.E. with a list of his/her staff, not to exceed 5 employees at a time. Names of all staff members and/or employees must be submitted 2 weeks prior to the event.

## General Information

1. **Each tent stand must measure 10'x10'. Tents, Tables and chairs will NOT be provided**
2. Assignments will be made by A.B.O.V.E. on a first come, first serve basis. Booth spaces may be requested by location but are not guaranteed.
3. Acceptance/rejection letters will be mailed upon receipt of application. Confirmation packets, which will include space assignments, additional information and parking instructions, will be mailed the week of July 1, 2023.
4. No refunds will be made once an application is accepted. Rejected applications will receive a full refund.
5. Copy of health permit and valid insurance must be submitted with all applications
6. **A.B.O.V.E. Pan Afrikan festival will be held Rain or Shine! Please plan accordingly!**

## **TEMPORARY FOOD VENDORS QUESTIONS AND REQUIREMENTS**

What is considered a temporary food service establishment ?

A temporary food service establishment is a place where food is prepared or handled and served to the public, with or without charge, and which operates at a fixed location in conjunction with a single event or celebration of not more than 14 consecutive days duration.

Where to obtain the permit application ?

Applications may be obtained at the Monroe County Health Department, the Monroe County Website, or by calling (585) 753-5064, Monday through Friday 8:30 a.m. to 4:30 p.m.

Who needs to get a temporary permit ?

Individuals or groups planning to hold events that are open to the public must obtain a permit. Our department requires that a temporary food permit be obtained for each food booth in operation during the event.

Why is it necessary to apply for a permit ?

Temporary food permits are required by law. The State Sanitary Code states that “ A temporary food service establishment shall obtain and display a valid permit from an issuing official authorized by the State Commissioner of Health”.

REQUIREMENTS TO OPERATE

1.) Fill out a Temporary Food Service application, and submit it with the appropriate fee at least 10 days before the event (a late fee will be applied if submitted less than 10 days prior). Mail to:

Monroe County Department of Health

Food Protection Section –Rm. 1020 111 Westfall Road Rochester, New York 14620

2.) At least one Certified Food Worker is needed at each booth if you are serving potentially hazardous food. Please call 753-5869 if you would like to sign up for the CFW class.

3.) A metal stem thermometer (0-220°). Refrigerators must have a visible thermometer.

4.) Hand washing station – The hand washing station must consist of a 5 gallon container with a spigot that provides a continuous flow of water. Soap, paper towels and a bucket to collect the dirty water is also needed.

5.) Wiping cloths – A separate bucket of sanitizer must be present for rinsing/ storing wiping cloths to be used on tabletops and counters. One teaspoon of liquid bleach added to one gallon of cool water will be acceptable. Do not add soap to the water, because it ties up the chlorine making the solution ineffective. This water should be changed frequently during the day

6.) All food preparation must be conducted under protection from environmental contamination within the booth or in a approved kitchen facility. No home preparation or home canned food is allowed.

7.) Smoking, eating or drinking in booths while working is not allowed. All non- working unauthorized persons are to be kept out of the booth.

8.) Chemicals such a liquid bleach, detergents, and so forth must be stored and properly labeled in a separate area away from the food preparation and display area.

9.) Crockpots, steam tables, or other hot holding devices must not be used for heating up foods; they are to be used only for hot holding food at 140° F or above. All food preparation must be conducted under protection from environmental contamination within the booth or in a approved kitchen facility. No home preparation or home canned food is allowed

10.) Any person who is infected with a communicable disease, such as a cold, flu, or who has open sores or infected cuts on their hands, vomiting or diarrhea, shall NOT work in any food service establishment.

11.) A refuse container with a tight-fitting lid should be available for the garbage.

12.) Liquid waste should not be dumped onto streets, storm drains, or onto the ground. Use a container to collect the dirty water and discard in a sanitary manner.

13.) Maintain hot foods at 140° F. or above, and cold foods at 45° F. or below at all times. Provide adequate refrigeration and/or hot holding/cooking equipment.

14.) All of the food/boxes must be stored off the ground to prevent possible contamination.

15.) Avoid bare hand contact with prepared or ready to eat foods. Use gloves, utensils or deli paper to eliminate bare hand contact with ready to eat food.

16.) Keep the time between preparation and serving as short as possible.

- 17.) Hair restraints are needed in the food prep area and serving area.
- 18.) A temperature log book is needed to document your cooking, cooling and reheating of your potentially hazardous food.
- 19.) Ice used for cold holding or consumption must be from an approved source. Ice used for cold holding of bottles, cans and prepackaged foods must not be used in beverages.

#### FOOD HANDLING DEFINITIONS

##### POTENTIALLY HAZARDOUS FOOD

Means any food which consists in whole or in part of milk products, eggs, meat, poultry, fish, shellfish or other material ingredients capable of supporting rapid and progressive growth of infectious microorganisms. Examples are hamburgers, tacos, pizza with meat toppings, spaghetti and chili. Cooked rice, potatoes, and beans are also considered to be potentially hazardous because they will support rapid bacterial growth.

##### NON-HAZARDOUS FOOD

Means food such as sno-cones, cotton candy, candy apples, popcorn, nuts, beverages, fried dough, salt potatoes, garden salad, corn, nachos, fruit pies, cookies, sugar waffles, ice cream, baked goods, dehydrated foods, etc.

##### POINTS TO REMEMBER THAWING

Potentially hazardous foods must be thawed under cold running water, in a refrigeration unit (<45° F) or in a microwave.

##### REHEATING FOOD

The entire mass of all precooked, refrigerated potentially hazardous food that is to be reheated must be heated to 165° Fahrenheit or above within two hours and held above 140° Fahrenheit.

##### HOT HOLDING FOODS

GREATER THAN 140° Fahrenheit

##### COLD HOLDING FOODS

LESS THAN 45° Fahrenheit

##### COOLING FOODS

Potentially hazardous foods requiring refrigeration are to be cooled by an adequate method so that every part of the product is reduced from 120° Fahrenheit to 70° Fahrenheit within two hours and to 45° degrees Fahrenheit or below within four additional hours.

- 1.) Ice bath (stir frequently)
- 2.) Ice baton
- 3.) Break the food down into 2"- 4" pans

## COOKING

### PROPER TEMPERATURES

All potentially hazardous foods requiring cooking shall be cooked to the minimum internal temperatures as shown below:

Poultry, ground poultry, stuffings, stuffed meats and stuffing containing meats are to be heated so all parts are at least 165°Fahrenheit with no interruption in the cooking process (no par cooking).

Pork 150°Fahrenheit.

Rare roast beef and rare beef steak 130°Fahrenheit on day one. Reheat to 165° Fahrenheit on day two and hot hold at 140° Fahrenheit.

Whole shell eggs 145°Fahrenheit (Liquid pasteurized eggs are highly recommended. Pooled shell eggs are prohibited.)

All other potentially hazardous foods must be cooked to 140° Fahrenheit.

Every part of ground meat or food containing ground meat are to be heated to at least 158°Fahrenheit, unless a consumer requests preparation of a single order of ground meat or food containing ground meat which must be prepared at a temperature less than 158° Fahrenheit in order to comply with the request.

### FOOD SAMPLING AT PUBLIC EVENTS

- 1.) Food sampling must be limited to non-hazardous food items, (foods that do not require refrigeration).
- 2.) Gloves or utensils must be used to prevent bare hand contact.
- 3.) Foods must be protected from public, (provide sneeze guards, cover foods).
- 4.) Provide single service portions such a soufflé cups, paper plates or napkins
- 5.) Common bowls for customer use are prohibited



## Links

### **Monroe County Food Protection Information:**

<https://www.monroecounty.gov/eh-food>

### **Temporary Food Permit Application:**

<https://www.monroecounty.gov/files/health/eh/food/TEMPORARY%20FOOD%20APPLICATION%20Fillable%202022-03-23.pdf>

## Frequently Asked Questions

### **What are the festival times?**

The festival times are from 11am to 8pm.

### **Where is the Pan Afrikan festival located?**

The Highland Bowl on 1137 South Avenue, Rochester, NY 14620

### **How do I get there?**

<https://goo.gl/maps/uWkA7PuFPcRoDoHa9>

### **Where can I park?**

There are approximately 200 FREE parking spaces available in the Highland Hospital Professional building.

### **What is the cost of the festival?**

The cost is \$15. Twelve and under is free

**What is the cost of VIP?**

VIP is \$75 pp.

**What is included in VIP?**

Tent coverage, premier seating, food and 2 drink tickets.

**Will the event cancel if it rains?**

No. The event will continue rain or shine.

**Are credit cards accepted at the festival?**

Some vendors accept cards and some do not. We strongly advise that you plan accordingly and/or bring cash.

**What is the purpose of the festival?**

The Pan Afrikan festival is a celebration of culture and heritage for individuals of the African Diaspora through music, art, dance, spoken word, food and education.

**Are children allowed?**

Yes! Children of all ages are welcome. This is a family oriented event and includes lots of fun activities for children, including inflatables, video gaming truck and family reading tent.

**Can we bring our own coolers/food/beverages?**

NO! There will be no coolers, food or beverages allowed in the park and this rule will be strictly enforced. There will be food and beverages available for purchase.

**Can we bring chairs?**

Yes, we encourage you to bring your own chairs.

**Can we bring pets?**

NO! We understand the difficulty of leaving our furry friends at home; however, for the safety and security of our community, pets are not allowed at the Pan Afrikan Festival and this rule will be strictly enforced.

**What is the lineup and time of performances?**

For full lineup and times of performances, please visit the festival events page at: <https://panaffestival.org/festivalevents>.

**Are there food vendors?**

Yes.

**Will there be alcohol at this festival?**

Yes, there will be a beer and wine garden and a separate bar in VIP.

**Will there be security at the festival?**

Yes. All Security is licensed, bonded and insured.