



A.B.O.V.E
(Achieving & Bringing Our Vision to Excellence)

Dear Potential Vendors,

A.B.O.V.E. is anxiously awaiting its 16th annual Pan Afrikan festival (formerly Afrikan American festival)!!!
The festival is to be held on Saturday, August 3, 2024 at the Highland Bowl Park from 11 am to 8 pm.

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 or mail to P.O. Box 1236, Webster, NY 14580. Applications can also be downloaded from our website at panaffestival.org.

Thank you in advance for your participation and support. We look forward to seeing you on August 3rd!!!

Sincerely,

Sonya Kittles,
CEO/Founder



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VENDOR APPLICATION/CONTRACT
PAN AFRIKAN FESTIVAL
AUGUST 3rd 2024

Name _____

Business Name _____

Phone (H) _____ (W) _____ (Cell) _____

Email address _____

Mailing Address _____

City _____ State _____ Zip Code _____

Do you have previous festival experience? _____ (if yes) Please explain: _____

STOP! Please read Item #6 of the Vendor Information/Terms & Conditions

Please list all items to be sold, cooked and/or served and the prices of these items:

_____	\$	_____	\$
_____	\$	_____	\$
_____	\$	_____	\$
_____	\$	_____	\$

Informational vendors: Please explain information being distributed and/or displayed



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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 five employees at a time. However, only two staff are allowed to enter for free. Each employee/staff over two will need to pay an entrance fee. 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, 2024.
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!**

I/we, the undersigned, for and in consideration of permission and space to participate in A.B.O.V.E. Pan Afrikan Festival on August 3rd 2024, agree to indemnify, hold harmless, and defend A.B.O.V.E. and its officers, employees, agents and servants from and against any and all claims, actions, lawsuits, damages, judgments, liability and expense, including attorney fees and litigation expenses, in whole or in part arising out of connected with, or in any way associated with my/our activities preparing for, participating in, or traveling to or from A.B.O.V.E. Pan Afrikan Festival.

I HAVE READ AND FULLY UNDERSTOOD AND AGREE TO THE TERMS, CONDITIONS AND REGULATIONS SET FORTH IN THIS CONTACT.

Signature of Vendor _____ Date _____

P.O. Box 1236 • Webster, NY 14580 • Phone (585) 935-1068

“Strengthening Our Culture through Music, Arts & Education”

Website: panaffestival.org Email: info@panaffestival.org



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**Pan Afrikan Festival
Vendor Pricelist**

Type	Description	Vendor Fee Early Bird – 12/18/23 – 1/31/24 Standard – 3/1/24 – 5/31/24 Late – 6/1/24 – 7/15/24
Food	cooked meats, entrees/Dinners etc.	Early Bird - \$350.00 Standard - \$400.00 Late - \$500.00
Snacks	Ice cream, Slushies, fried dough, desserts, etc.	Early Bird - \$250.00 Standard - \$300.00 Late - \$400.00
Merchandise	gifts, t-shirts, clothes, art, jewelry etc.	Early Bird - \$150.00 Standard - \$200.00 Late - \$300.00
Service	hair, nails, lashes, massages, etc.	Early Bird - \$150.00 Standard - \$200.00 Late - \$300.00
Walking	flowers, periodicals, toys, etc.	Early Bird - \$100.00 Standard - \$150.00 Late - \$250.00
Books	including magazines	Early Bird - \$50.00 Standard - \$75.00 Late - \$100.00
Information	Distribution of info only. No sales!	Early Bird - \$60.00 Standard - \$70.00 Late - \$80.00