



AFRICAN AMERICAN CULTURAL FESTIVAL OF RALEIGH AND WAKE COUNTY

FOOD & BEVERAGE VENDORS 2011 Call for Entries

FESTIVAL DATES: Saturday, September 3 11:00 am – 7:00 pm
Sunday, September 4, 1:00 pm – 6:00 pm

ENTRY GUIDELINES

Set-ups can be one of the following:

Trailers	Professional Tents	Food Trucks
Kiosks	Push Carts	

Menu: Our goal is to offer the public a wide variety of food options with priority going to those that offer fare of an African American tradition.

Rules: You will be responsible for the Rules Governing the Sanitation of Restaurants and Other Foodhandling Establishments 15A NCAC 18A 2600 in order to receive a permit from Environmental Services of Wake County on the morning of Saturday, September 3. Temporary Food Establishment guidelines may be found on the Wake County Environmental Services website at: <http://www.wakegov.com/food/festivals>

- Vendors are required to supply their own ice; none will be supplied by the festival.
- Vendors **MUST** provide their own generators. Vendors may **NOT** use other power sources unapproved by the African American Cultural Festival. Generators should be reasonably quiet. Vendors making excessive noise may be moved or asked to leave the festival. If you have questions regarding this rule, please contact us.
- You are responsible for contacting Wake County Environmental Services prior to August 17 and meeting their requirements in order to be permitted to vend on September 3.



APPLICATION PROCESS.

- Vendors must submit a signed and completed application form
- Vendors must submit an image of your set-up in operation (a printed photo or a CD) labeled with the vendor's name.
- AACF will maintain a waiting list. If accepted as an alternate, vendors will be given a booth assignment as spaces become available. Alternate vendors may request, in writing, to be taken off the wait list at any time, but they can expect to remain on the wait list as late as August 15, 2011.

FEES

Applications and all fees are due by **5:00pm Friday, June 17, 2011**

- \$10 non-refundable application fee.
- \$100 refundable deposit - We require a \$100 refundable deposit for each site. Please send the deposit with your application. The African American Cultural Festival will not deposit your check until you are accepted, and it will be refunded following the event, provided accepted vendors adhere to all rules and regulations. Applications submitted without a deposit check will not be considered. If you are not accepted, we will return your check by July 8.
- \$175 for each multiple of a 10' x 10' space (ex: 10x10 = \$175 / 20x10 = \$350 / 30x10 = \$525). If you have questions please contact the AACF office (contact information is listed at the bottom of this form).

Application Fee, Deposit Fee, and Booth Rental checks are due along with the completed application by June 17. If we are unable to accept your operation for the festival, the Deposit and Booth Rental fees will be returned to you with notifications. For accepted vendors, Deposit fees of \$100 will be refunded to you following the festival, provided all rules have been adhered to and the site is left in the condition in which it was occupied.

Make checks payable to "Artsposure/AACF Fund" and enclose with this application. PLEASE INCLUDE SEPARATE CHECKS FOR THE APPLICATION FEE, DEPOSIT AND BOOTH FEES.

NOTIFICATION

Vendors will be notified of acceptance on or around July 1, 2011. Deposits and Booth fees will be cashed at that time. Booth Fees are 50% refundable by July 29, 2011. There will be no refunds for cancelations after that date. Festival information and Food and Beverage Vendor Booth locations will be mailed on August 19, 2010.

Phone: 919.832.8699 ext. 807

Email: info@aacfralwake.org

www.aacfralwake.org

AFRICAN AMERICAN CULTURAL FESTIVAL
OF RALEIGH AND WAKE COUNTY
2011 FOOD AND BEVERAGE VENDOR APPLICATION

PLEASE PRINT CLEARLY!!!

Concession Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Day Phone: _____ Cell: _____ Fax: _____

Email address: _____

Type of set up: Trailer Tent Pushcart Kiosk Food Truck

Total Space Needed (in feet): _____ X _____
(Including any necessary storage or support structures, if applicable)

Describe the generator that you own or will rent for this event: _____

Please specify your insurance liability coverage: _____ \$ _____ / Company: _____

Please list your food and beverage items and their prices.

Please include beverages on the application. You may sell **non-alcoholic** beverages only. If more space is needed, please use the back of this sheet.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Application checklist:

- Have you filled out the application completely?
- Have you included a check in the required amount for your booth size?
- Have you included a separate \$100 refundable deposit check and \$10 application fee?
- Did you include a photo of your setup?

Completed applications must be RECEIVED in our office by 5:00 PM on June 17, 2011.

Mail Application to: African American Cultural Festival
 PO Box 391
 Raleigh, NC 27602

Voice: 919.832.8699, ext. 807
Fax: 919.832.0890
www.aacfralwake.org
info@aacfralwake.org