



AFRICAN AMERICAN CULTURAL FESTIVAL OF RALEIGH AND WAKE COUNTY

Marketplace Vendor 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

Specialty items, which would not qualify for the festival juried International Art Market may qualify for participation in the festival in this category. Craft activities for children that require a fee generally do not qualify because we offer free craft activities for children in the Family Village. We will select specialty item vendors which fall into the following categories, with an emphasis placed on those who offer items which reflect an African American cultural background.

Souvenirs – Items that are inexpensive, fun, and which enrich peoples' experience at the festival (ex. Sunglasses, hats, fans, etc.)

Pre-packaged foods – Foods that have been produced prior to the festival, do not fit into the food vendor category, and do not require a TFE county inspection permit (e.g. packaged nuts, jellies, spices, etc.).

Novelty crafts – These items may be handmade, but would not qualify or compete with the visual artists market (ex. soaps, candles, pet fashions, etc.).

Temporary/Body Art Services such as face painting, henna, caricatures, etc.

Please ensure that the enclosed application is accurately and completely filled out and that a photograph of your booth in operation is enclosed. The photograph may be submitted on a CD. Vendors who do not submit a photo of their booth setup will NOT be considered. Vendors will be selected based on booth image, appearance of items described on their applications, and appropriateness for the festival. Selections are made by African American Cultural Festival staff, and all decisions are final.



APPLICATION PROCESS

- Vendors must submit a signed and completed application form.
- Vendors must submit either a photograph of your booth or a CD with a photographic image, labeled with the vendor's name and description of items being sold. Please submit additional images (up to 5) of items for sale in your booth.
- 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

All fees must be submitted with your application by **5:00 pm Friday, June 17, 2011**.

- \$10 non-refundable application fee
- \$150 for one 10 x 10 space. If a larger space is required, please contact the AACF office.

Make checks payable to "Artsposure/AACF Fund" and enclose with your application.

NOTIFICATION

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

Vendors will be assigned locations throughout the Festival site at the discretion of the African American Cultural Festival staff. Vendors are required to be open at all times during the Festival's public hours. Load in and set-up will begin on Saturday, September 3 at 7:00 am. Vendors are required to be open to the public by 11:00 am.

**AFRICAN AMERICAN CULTURAL FESTIVAL
OF RALEIGH AND WAKE COUNTY
2011 VENDOR MARKETPLACE APPLICATION**

Please print clearly!

Vendor Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____ Cell: _____

Email address: _____

Total Space Requirements (in feet): _____ x _____
(including support/supply containers if applicable)

Please list the items you wish to sell and their prices.

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)

Please list additional items on the back of this page if necessary.

Vendor Contract

General release: The Undersigned does hereby release, forever discharge, and hold harmless the African American Cultural Festival, the City of Raleigh, County of Wake and all of their employees, agents, servants, and representatives, from all manner of actions, suits, damages, claims, and demands whatsoever in law or in equity from any loss or damage to property of the Undersigned while in the possession or supervision of the festival, its agents, representatives or employees. The Undersigned consents to enforcement of all festival rules. The Undersigned gives permission for photos or depiction of his/her work accepted for the African American Cultural Festival promotion purposes.

Signature of Vendor _____

Date _____

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