

**31st Annual Kunta Kinte Heritage Festival**

**Education & Community Vendor Application**

Saturday, September 26, 2020, 10:00am - 7:00pm

Susan Campbell Park - Annapolis City Dock

1 Dock Street, Annapolis, MD 21401

Free Admission

**VENDOR CONTACT:**

**Enid Collison-Lee -** **kuntakintecelebrations@gmail.com**

**SPACE FEES & DEADLINES:**

 **March 31, 2020 – Early bird deadline: Receive $25 off the space fee!**

**August 31, 2020 – Final application deadline and payment due!**

The festival will provide a 10’ X 10’ space. Vendors must provide their own tent and table. Chairs can be rented for a fee of $10 per 2 chairs. Electricity fee is an additional $50 per 2 outlets (15 amps) and is due upon notification of acceptance.

Are you providing a service at the festival (i.e. voter registration, blood pressure screening, etc.)?

* **Non-profit (Service): $0**

Are you a non-profit organization that is only providing information and is not selling any items?

* **Non-profit (Informational): $25 fee**

Are you a non-profit organization that will be selling items (i.e. books, memorabilia, etc.)?

* **Non-profit (Selling): $75 fee**

Are you a for-profit organization that will be selling educational items (i.e. books, memorabilia, etc.)?

* **For-profit: $125 fee**

Early bird discount of $25 off requires a complete application by the deadline of March 31, 2020. Non-profit organizations must provide a copy of proof of 501(c)(3) status and/or public service status with application.

**EXHIBITOR INFORMATION:**

- Exhibits featuring educational, community-impacting, and health-related information will be reviewed for cultural relevance and value. The festival committee reserves the right to make all final decisions regarding acceptance and placement on the festival grounds. The committee also reserves the right to remove any exhibitor who does not adhere to the rules and regulations as set forth in these guidelines.

- All vendors are required to have their booths open during the Festival hours of 10:00am- 7:00pm. Vendors must have sufficient staff to prevent long lines and customer dissatisfaction. AT 7:00 PM, ALL SALES MUST CEASE AND BREAKDOWN MUST COMMENCE! Further information concerning set-up, arrival time, etc. will be mailed with notification of acceptance.

- No music or other audio should be played by vendors during festival hours.

- Exhibitors must bring his/her own display apparatus to fit within the selected space to portray a professional exhibit (this includes chairs unless purchased from the Festival). Exhibitors MAY NOT lease their spaces to other sellers.

- Limited electricity will be available ONLY to those vendors requiring it for demonstration purposes and ONLY on approval of the Festival Committee.

- Exhibitors are responsible for cleaning the space before departure, or a fee of $100 may be assessed.

**Parking & Setup:**

- Vendors must arrive at the festival grounds between 8:00am - 9:30am to setup. Cars must be cleared from festival grounds by 9:30am and cars will *not* be allowed on festival grounds after 9:30am. If space is not setup by 10:00am, vendors may not be able to participate at the discretion of the festival.

- Parking near festival grounds is limited and available first come, first serve. Free parking will be available at the Calvert Street Garage, which is located at 19 St. Johns St, Annapolis, MD 21401. A shuttle service will be provided to assist with return to festival grounds.

**Acceptance/Cancellations:**

- Notification of acceptance will be emailed based on the information provided. Space will be allocated on a first come, first serve basis -- after FULL PAYMENT has been received. Please remember that SPACE IS LIMITED! Cancellations must be in writing and received by the Festival chair before September 1, 2020 to qualify for a 75% refund of fees. All cancellations received after September 1, 2020 will forfeit reimbursement of fees.

**Application Procedure:**

A complete application includes a completed and signed application form and enclosed proof of 501(c)(3)/public service status (if applicable) with full payment for space/fees. Make check/money order payable to Kunta Kinte Celebrations, Inc.

**Submit your application by email:** Complete application in the body of the e-mail or as an attachment, attach necessary pictures or a URL link to your business site, and send to kuntakintecelebrations@gmail.com.

**Submit your application by mail:** Complete application, enclose additional information, and mail to:

Kunta Kinte Celebrations, Inc.

c/o Education & Community Chair

25 Silopanna Road, Annapolis, MD 21403

**MAIL CHECKS/MONEY ORDERS WITH THIS APPLICATION. PLEASE PRINT LEGIBLY.**

To pay electronically, please indicate such on the application and we will send you a Square invoice.

31st Annual Kunta Kinte Heritage Festival Education & Community Vendor Application

**Company/Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City, State, Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Social Media: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please describe types of arts/crafts/merchandise you wish to feature:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of people staffing the booth: \_\_\_\_\_\_\_\_\_\_\_\_**

**If applicable, is your 501(c)3 or other proof of non-profit status attached? Yes or No**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Early Bird** | **Regular** |  |
| **Non-profit (Service) 10’ x 10’ Space** | $0 | $0 |  |
| **Non-profit (Informational) 10’ x 10’ Space** | $0 | $25 |  |
| **Non-profit (Selling) 10’ x 10’ Space** | $50 | $75 |  |
| **For-profit 10’ x 10’ Space** | $100 | $125 |  |
| **Chairs (2)** | -- | $10 |  |
| **Electricity\*** | -- | $50 |  |
| **TOTAL** |  |  | **$** |

**\***Demonstration purposes only - per 2 outlets, 15 amps

**\_\_\_\_\_\_\_\_ Pay with Credit/Debit Card (Electronically - $2-4 Fee) \_\_\_\_\_ Pay with Check/Money Order**

**I/We the undersigned, being the authorized representative(s) of the company listed on this application, do obligate the aforementioned company to participate in the 31st Annual Kunta Kinte Heritage Festival and agree to all conditions as stated on this application.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**