

21st Annual Baltimore County African American Cultural Festival



FESTIVAL DATE: SATURDAY, SEPTEMBER 16, 2017

LOCATION: TOWSON COURTS PLAZA

Vendor Application

2017

Rule, Regulations and Guidelines



Rules, Regulations and Guidelines

BCAACF, INC will assume no responsibility for loss, injury or damage, or liability of any other kind, except as a result of BCAACF, INC's own negligence. The Sponsor/Exhibitor agrees to indemnify and hold harmless the Baltimore County African American Cultural Festival, Inc. and the Festival Committee, their officers, directors, employees and agents from any and all claims including, but not limited to, those based upon property damages, personal injuries, taxes and/or loss, in any way related to Exhibitor's participation in the Festival, and resulting from Exhibitor's negligence, including reasonable attorney's fees. Exhibitors are encouraged to remove all valuables from their booths after the close of the Festival on Saturday. The Baltimore County African American Cultural Festival, Inc., the Festival Committee and their officers, directors, employees and agents assume no liability for loss of or damage to exhibitor's property, except where such loss or damage is the result of BCAACF, INC's own negligence.

EXHIBITOR: Agrees to comply with all Festival rules, regulations and guidelines as detailed in the enclosed FESTIVAL RULES, REGULATIONS & GUIDELINES.

Proof of INSURANCE:  A comprehensive general liability insurance for combined bodily injury and property damage

with a minimum policy limit of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate, shall name Baltimore County Government, an additional insured on the policy as follows: Baltimore County, Maryland, a body corporate and politic Courthouse, 2nd Floor, 400 Washington Avenue, Towson, MD 21204 including but not limited to: Baltimore County African American Cultural Festival, Inc. its elected and appointed officials, employees, agents, volunteers and Baltimore County Office of Recreation and Parks, are hereby covered as additional insured with respect to liability arising out of the activities of the insured at the 2017 Baltimore County African American Cultural Festival.

SPACES: 14' X 10' (Arrangements must be made in advance for oversized vehicles). If your vehicle extends over 14', you must reserve 2 spaces (**NO EXCEPTIONS**). You must back up to curb and extend into street no deeper than 10'. Absolutely nothing may be placed on the curbs or sidewalks. This includes grills, pits or fryers. You must remain within the confines of your space. **NO SOLICITATION IS ALLOWED ON THE FESTIVAL GROUNDS OUTSIDE OF YOUR DESIGNATED SPACE.** Many areas are left open for handicapped and emergency purposes. You may not block any area other than your own.

EXHIBIT TYPES: There can be no product changes or product line additions after an application is filed, without the written consent of the vendor registration committee.

UTILITIES: There are a limited number of spaces available with access to electricity. These spaces will be filled on a first come - first served basis. It is the responsibility of the vendor to make arrangements with a willing and accessible donor in the Festival area, if electricity or water is needed. **THE FESTIVAL COMMITTEE WILL MAKE NO ACCOMMODATIONS ON THE DAY OF THE FESTIVAL.**

COMPLIANCE: Compliance with all local electrical codes is required. It is mandatory for those using electricity to contact Baltimore County at (410) 887-3960 between 8:00 a.m. and 9:00 a.m. Monday through Friday to insure compliance to electrical codes. A master permit has been obtained by the Festival Committee for the event. All wires must be covered if run along the ground. If placed overhead, the minimum height will be 8 feet. An inspector will be on the Festival grounds the morning of the event. If any Exhibitor does not comply with the applicable codes, he/she will not be permitted to participate in the Festival.

RAIN DATE INSTRUCTIONS:

The Baltimore County African American Cultural Festival reserves the right to hold the festival on the rain date at its sole discretion. No refunds will be made due to weather conditions.

TRAFFIC AND PARKING: Area maps will be sent with final space assignment mailing. Please observe the one-way traffic restrictions on the designated streets. All parking garages (as identified on the map) will provide all day parking at a fixed special event rate. We ask all vendors to park in the garages and leave the on-street spaces near the Festival grounds for the Festival patrons (a.k.a. your customers). NO MOTOR VEHICLES will be permitted to enter the Festival grounds after 8:00 a.m. on Saturday.

FESTIVAL SIGN-IN & SET-UP:

All exhibitors must report to designated check-in location which will be clearly marked. All exhibits must be set-up by 9:00 a.m. Exhibits not set-up by 9:00 a.m. may not be able to participate.

END OF THE DAY CLOSING:

ABSOLUTELY NO VEHICLES will be allowed into the Festival area before 6:30 p.m. on the day of the Festival. All exhibitors must clear the area by 7:30 p.m. or be penalized a \$100 fine. Violators will be towed in order to allow the County and Festival workers to complete the cleaning of the Festival grounds. Exhibitors must clean up their spaces at the end of the day.

SALES TAX: All exhibitors eligible to pay Maryland Sales Tax are required to take care of their obligations. For specific information contact: Maryland Sales & Use Tax Division, Special Events Section - Room 201, 301 West Preston Street, Baltimore, Maryland 21201. Telephone: (410) 225-6961.

Permits: Have ready for presentation any permits required by law, e.g. food, sales tax license, electricity, etc. (if applicable)

REST ROOMS: Spot-A-Pots will be on site.

PROGRAM BOOKS: Free copies of the Festival Program are available at the Festival Registration Table. Additional copies of the Programs will also be delivered to your booth for distribution to the general public.

GENERAL: The Festival will be open from 10:00 a.m. to 6:00 p.m. on Saturday. Please have your confirmation letter with you the day of the Festival and display your

space assignment card on your vehicle dashboard for entrance to grounds. The Baltimore County African American Cultural Festival Committee their officers, directors, employees and agents will assume no responsibility for liabilities of any kind unless it is the result of BCAACF, INC.'s own negligence. The Applicant agrees to indemnify and hold harmless the Baltimore County African American Cultural Festival, their officers, directors, employees and agents from any and all property damages, personal injuries, etc. and related losses associated with Exhibitor's participation in the Festival and resulting from Exhibitor's negligence, including reasonable attorney's fees.

**RULES, REGULATIONS & GUIDELINES**

- **Covered Booths:** The applicant must provide unless applicant is a corporate sponsor. We suggest EZ-Ups style tents. Other types of tents must be approved prior to festival day. Send photo with application).
- **Table & Chairs:** The Festival DOES NOT provide and/or supply tables and chairs. (Only the exhibit type of "Corporate Vendor(s)" and "Sponsor(s)" will include tent set-up, tables and chairs).
- **Refundable Deposit:** A refundable deposit of **\$150.00** is required for vendors using deep fryers and grills. There will be grease bins available for vendors who use grease/oil. Vendors must dispose of their own grease in the bins provided. All food vendors using fry oil/grease are to provide ground cover inside their designated area for the absorption of grease where applicable. No food vendor using grease/oil will be allowed to open for business if the cover is not in place. Grease absorbent mats work the best. **No** grease/oil or grey matter is to be poured on the ground, in portable restrooms/spot-a-pots, restrooms or down any drain. Anyone found doing so and not properly disposing of their own grease in proper bins, will be fined \$1,000 and will be ordered to leave the event site. If ordered to vacate the site, vendor forfeits their space rental fee and no refunds will be awarded. **Vendor Refund will be returned upon confirmation that grease has been adequately removed from festival site by the vendor committee.**
- **Food Vendors:** Must purchase a one-day Food Service Permit by August 11, 2017 (See guidelines) and/or call

Environmental Health Section at (410) 887-4065.

- **No Show Policy:** Vendor understands and agrees that a "no-show" 1-hour before the festival opens on event day, will result in forfeiture of the rental space and fee.
- **Late Fee:** \$25.00 late fee should be added to all Vendor Applications sent to us on or after July 15, 2017.
- **No Amplified Music Allowed** - Absolutely no selling of Bootleg DVDs, CDs, or VHS cannot be sold on Festival premises.
- **Community Based Organizations:** Agencies, foundations, or groups that provide services, information, programs, counseling or products that empower or enhance the community at free or reduces rates. You must include your 501-c (3) number on application and a documented copy of your current status.

Vendor Application CHECKLIST

- Read the enclosed Regulations and Guidelines
- Enclosed required signed and completed vendor application
- List item(s) merchandise that you will be vending
- Indicate if you need electricity
- Indicate if you have a motorized vehicle
- Make check payable to: BCAACF, Inc.
- Mail payment to: BCAACF, Inc., P.O. Box 5518, Towson, MD 21285
- DO NOT FAX application – No faxed applications are accepted
- Early Bird deadline: Postmark by: May 30, 2017
- Non-Profit Organizations: include a current copy of your 501 C 3 status form
- SAVE the DATE: Saturday, September 16, 2017 – 10:00 a.m. – 6:00 p.m.

Visit the Website:
www.aaculturalfestival.com



**Baltimore County African American Cultural Festival
September 16, 2017 – Towson Courts Plaza Square**



2017 Vendor APPLICATION FORM

Vendor Information:

NAME: _____ Company: _____
 ADDRESS: _____ EMAIL: _____
 _____ TELEPHONE: _____
 _____ (501 c 3) /Tax Exempt: # _____

Insurance Policy# _____

Please check/mark the appropriate category:

Electricity requested: Yes No

| Qualifying Exhibit Types | Standard Rate (space only) | Non-Profit Rate |
|---|--|-----------------------------------|
| Corporate Vendor | <input type="checkbox"/> \$1,475.00 | N/A |
| Food (rate includes \$150.00 refundable maintenance/grease deposit fee) | <input type="checkbox"/> \$575.00 | <input type="checkbox"/> \$350.00 |
| Non-Food Sales | <input type="checkbox"/> \$125.00 | <input type="checkbox"/> \$100.00 |
| Political Organization | <input type="checkbox"/> \$125.00 | <input type="checkbox"/> \$125.00 |
| College/University (information only) | <input type="checkbox"/> \$100.00 | <input type="checkbox"/> \$100.00 |
| Baltimore County Agency, Md. State Agency/Community Based Organization | <input type="checkbox"/> FREE (information only) | <input type="checkbox"/> N/A |

This is the 21st Annual Celebration of the Baltimore County African American Cultural Festival. In past years, products and services were visible to over an estimated 40,000 festival attendees. Additionally, your listed company name above will appear in our Souvenir Journal with you space location and/or exhibit type, provided your application is accepted and received by no later than 4:00 p.m. on July 15, 2017. Applicants are advised of their acceptance and receive further instructions by or before the end of July 2017.

For questions, please call 410 635-4381 or email: aacfvendors@gmail.com

"NEW THIS YEAR: Proof of Insurance, Date and Location"!



Available visit: www.paypal.com

Website: www.aaculturalfestival.com

Total Spaces: _____

Total Payment: \$ _____

Completed "Early Bird" application form, payment via PayPal, check(s) and/or money order(s) must be postmarked by no later than Tuesday, May 30, 2017. "Early Bird" application forms received after May 30, 2017 (postmarked) deadline will not be accepted. Standard/full payment rates will apply **add: \$25**. Late fees may apply after July 15, 2017.

The following applies to all applications: Make checks payable to: **BCAACF, Inc. P.O. Box 5518, Towson, MD 21285**, (do not send certified mail to P.O. Box). Please note that any incomplete application will **not** be accepted. Non-Profits groups MUST provide written proof of non-profit (501 c 3) status with application. This year's **event** will be held on **Saturday, September 16, 2017 at Towson Courts Patriots Plaza from 10:00a.m. – 6:00 p.m.** Spaces do NOT include electricity (unless requested by the undersigned). Spaces are assigned on a first-come, first served basis based upon receipt of your **signed** Vendor Application Form 2017 and payment in full. The BCAACF, Inc. reserved the right to refuse any application deemed inappropriate at our discretion. Please review the Rules, Regulations and Guidelines and all attachments carefully prior to signing and submitting the application form. The UNDERSIGNED and/or VENDOR hereby releases and forever discharges the Festival/BCAACF, Inc., Baltimore County Government, the Baltimore County Executive and Elected Officials and all sponsoring organizations and their respective directors, officers, employees, agents and volunteers from any responsibility, personal liability, claims, loss or damage (including reasonable attorneys' fees) arising out of or in conjunction with the vendor's application to or participation in or involvement with the Festival. Vendor agrees that vendor shall assume full responsibility for injury to person or property of others, including employees, agents, patrons, or other persons, which shall occur by reason of Vendor's involvement or participation in the Festival.

Vendor acknowledges and agrees that it is their understanding and agreement that the Festival BCAACF, Inc., Baltimore County Government, Baltimore County Executive, its Elected Officials, all sponsoring organizations and their respective directors, officers, employees, agents and volunteers shall incur no liability whatsoever to, or on account of vendor, or vendor's employees or agents, arising out of vendor's participation in or association with the Festival, The Festival/BCAACF, Inc., Baltimore County Government, Baltimore County Executive, its Elected Officials, all sponsoring organizations and their respective directors, officers, employees, agents and volunteers will not be responsible for any injury sustained by vendors, workers or guests while within the site rental space. The vendor shall indemnify and hold harmless those listed above from and against any and all claims, liabilities or damages of whatever nature including but not limited to claims of bodily injury, death, personal injury, property damage, by whoever made, as well as the cost of litigation and attorney's fees arising from based on, or in any manner related to vendor's activities in connection with its involvement in or participation with the Festival. **THE UNDERSIGNED HAS READ, UNDERSTANDS AND AGREES TO ABIDE BY ALL RULES, REGULATIONS GUIDELINE AND LIMITATIONS OF LIABILITY OUTLINED IN ALL THE PAGES OF THE 2017 BCAACF, INC. VENDOR APPLICATION.**

DATE: _____ SIGNATURE: _____ /AUTHORIZED AGENT)