



2009 Vendor Application Package

Dear Potential Vendor,

The 2009 Sankofa Festival will be held on June 5 & 6, 2009 at Constant's Wharf Park and Marina in Downtown Suffolk. This year's event will feature food, family, activities, music, fun and more. The event hours are for June 5, 2009 5:30 p.m.-9:00 p.m. and on Saturday, June 6, 2009 12:00 p.m.-8:00 p.m. The 2009 Sankofa Festival Committee would like to invite you to participate in this year's event.

For the 2009 season, we are presenting a new vendor application package. On it, you will find information that relates to food, merchandise and commercial vendors. If you wish to apply as a food vendor, you will need to complete the entire application. Merchandise and commercial vendors will need to complete page 1 of the application, indicated questions on page 2, the fee portion of page 3 and all of page 4. Much regarding the application has been changed but we hope that it will give vendors a clearer understanding of the expectations we have. When your application is accepted, you will receive a confirmation packet with important information regarding the Sankofa Festival.

If you have any questions, please call Gwen Marshall at 757-514-7250. We look forward to working with you on what we're sure will be an exciting year for the Sankofa Festival.

Sincerely,

2009 Sankofa Festival Committee
Suffolk Parks and Recreation





Instructions on How to Apply

Vendor selection will be based on originality. It is our goal to provide a wide variety and selection of exhibitors or food and merchandise to be sold that reflects the City of Suffolk. Therefore, we will avoid duplicates whenever possible. This is to ensure everyone has a fair opportunity to sell and do the best with their specialty. Our primary basis for selection is the overall originality, and quality. Special consideration will be made for locally grown food, and organizations and businesses from Suffolk.

Booth space allocations are 10'x10' for booths and tents, and allocations for trailers are 20'x10'. Tents being used by vendors must be no larger than 10'x10' and certified flame retardant (no tarps allowed). If any equipment is to be used on-site (e.g., grills, ice cream carts, etc.), it must be contained within the specified space. Each vendor is responsible for the design, construction and disassembly of each booth. Double spaces are, space permitting, available at additional cost.

It is the responsibility of each vendor to continually clean up the booth and the area surrounding the booth; each vendor shall leave the area in the same condition as when they arrived. No trash, waste products, gray water, grease, etc., may be dumped anywhere on Park grounds (gray water tanks are available onsite).

READ	Read all information contained in this packet.
MEET THE DEADLINE	The deadline for vendor applications is MAY 15, 2009
APPLY	Complete Two Copies of the Application
AGREE	Don't forget to sign the Wavier located on the last page of this application.
COMPLY	Food Vendors will need to complete a Western Tidewater Health Department Temporary Food Sale Permit. Upon acceptance as a food vendor, you will receive a packet of information, including the application for Temporary Health Permit. Food vendors will also need to provide proof of insurance. Merchandise vendors will need to contact the Commissioner of Revenue to determine if any licensure is needed.
PAY	Write one check payable to Ronald Williams, Treasurer for the event fees. All vendor payments are expected at the time your application to participate in our event is received. In the event a vendor is not selected to participate, payment will be returned.
MAIL	Mail the application and fees to Suffolk Parks and Recreation, Sankofa Committee—Vendors, P.O. Box 1858, Suffolk, VA 23439.
RECIEVE	You will receive confirmation from us if chosen as a vendor (within the same week as the deadline), along with one signed set of your approved applications and agreements (with modifications, if applicable). Should your application not be accepted, you will be notified.



**2009 Sankofa Festival
Food and Merchandise Vendor Application**

Contact Information

Contact's Name	
Business Name (if applicable)	
Mailing Address	
Phone Number(s)	
Email Address	
Type of Vendor (Please indicate which type of vendor you are applying to be)	<input type="checkbox"/> Food <input type="checkbox"/> Merchandise

Booth Information

(You may use separate sheet if necessary.)

*Type and price of merchandise you plan to sell <i>(jewelry, novelties, etc.)</i>	
**Type of price and concessions proposed	
Type of booth equipment you bring <i>(i.e.: 10'x10' tent, 6' tables, 15' trailer, etc.)</i>	
Including yourself, how many persons will be working at your booth? <i>(total coming to help, regardless of shifts)</i>	
Please describe any special accommodations or assistance needed due to a disability	
Please indicate if you will need a tent. <i>(Tents are available on a first come first serve basis. Quantities are limited and all requests may not be able to be accommodated. We will try our best.)</i>	
Type of booth equipment you need: <i>(only one 6' table and two folding chairs are provided)</i>	Is one 6' table needed? <input type="checkbox"/> YES <input type="checkbox"/> NO Are two chairs needed? <input type="checkbox"/> YES <input type="checkbox"/> NO

*Merchandise Vendors ONLY

**Food Vendors ONLY

<p>Nonprofit or charitable purpose <i>(if any; if nonprofit status is applicable, please provide official proof of that status/501-c-3 certification)</i> (ALL VENDORS RESPOND)</p>	
<p>Proposed menu (FOOD VENDORS ONLY)</p>	
<p>Proposed cooking equipment <i>(gas grill, microwave, etc.)</i> (FOOD VENDORS ONLY)</p>	
<p>Proposed costume <i>(if any)</i> (ALL VENDORS RESPOND)</p>	
<p>Proposed booth decoration <i>(if any)</i> (ALL VENDORS RESPOND)</p>	
<p>Number of members in organization (ALL VENDORS RESPOND)</p>	
<p>Number and source of available workers (ALL VENDORS RESPOND)</p>	
<p>Previous major activities and fundraising efforts which demonstrate capability to conduct a Festival Food Booth (ALL VENDORS RESPOND)</p>	
<p>Additional information which you feel may be relevant to your selection as a Food Booth Vendor (ALL VENDORS RESPOND)</p>	
<p>Sketch a detailed layout of your booth showing total dimensions or attach a photograph <i>(but still show size of booth here; you may use a separate sheet of paper if necessary)</i> (ALL VENDORS RESPOND)</p>	

Additional Food Information

Regulations

Please initials beside each "X", acknowledging understanding of Regulations for the 2009 Sankofa Festival.

- X_____ 1. The 2009 Sankofa Committee will review the applications for acceptance or non-acceptance. Decisions of the Event Staff are final. The Committee's criteria for admission into the Event is based on how the application meet the event standards, variety of food presented, the quality of products to be sold, and the vendor's overall potential for making a positive addition to the event.
- X_____ 2. Failure of accepted vendors to display the type of products described in the application will result in automatic dismissal from the Event without a refund. The Committee reserves the right to review all displays through the event to ensure that all regulations are being followed and to refuse any items considered unsuitable or inappropriate.
- X_____ 3. All vendors must be prepared with sufficient inventory to for the duration of the Event and must preside over their work areas. The Committee will not responsible for any loss, theft, or damage.
- X_____ 4. Overall booth space will be approximately 10'x10'. Specific spaces may not be requested, and site plans may vary. Committee reserves the right to change space assignments if deemed necessary, and to limit the size/type of equipment allowed. The Committee also reserves the right to limit the size/type of vehicles allowed access to areas where conditions may not be suitable.
- X_____ 5. Each vendor is responsible for applicable tax. Contact the Commissioner of Revenue at (757) 514-4260.
- X_____ 6. Each vendor is responsible for contacting the Health Department and obtaining appropriate permits prior to attending the event. Please contact the Suffolk Health Department (Kelly Sullivan) at 757-686-4900.
- X_____ 7. There is no rain site or rain date. Events will remain open unless the Committee determines the conditions to be severe. Vendors should come prepared with suitable materials to protect their products.
- X_____ 8. An application is a commitment to show when accepted by the Committee.
- X_____ 9. Vendor Fee must be paid within ten (10) days after you receive notification of acceptance. Checks or money orders will be made payable to Ronald Williams, Treasurer.
- X_____ 10. Refunds will not be awarded on the part of any vendor cancelling. Refunds may be awarded if the event is cancelled by the Committee.

Vendor Fees

Food or Merchandise Vendor	
Commercial Fee: \$50.00	Non-Profit Fee: \$25

Please return application to:

Suffolk Parks and Recreation
Sankofa Committee: Vendors
P.O. Box 1858
Suffolk, VA 23439

Or fax applications to (757) 539-5179

STATEMENT OF WAIVER

RELEASE AND WAIVER

In consideration of being permitted to participate in any way in the Sankofa Festival, I for myself, my heirs, personal representatives or assigns, do hereby release and waive and forever discharge the City of Suffolk, its Council members, officers, employees, and agents for liability from any and all claims, demands, rights and causes of action of whatever kind resulting in, but not limited to, bodily injury, personal injury, accident or illness (including death), and property damage sustained by me and my agents, representatives, employees, or family members arising from participation in the Sankofa Festival.

INDEMNIFICATION

I shall indemnify and hold harmless the City of Suffolk, its Council members, officers, employees, and agents from and against any and all claims, losses, damages, fines, penalties, suits and costs, including injury and death penalties imposed by any authority which arise out of any violation of law by and all acts and omissions caused by me, my employees, subcontracts, agents or representatives during the participation in the Sankofa Festival. In witness whereof, I have hereunto set my hand and seal on this ____ day of _____, 2009.

Printed name

Signature

Date

