



Rochester A.B.O.V.E
(Achieving & Bringing Our Vision to Excellence)

Dear Potential Vendors,

Rochester A.B.O.V.E. is anxiously awaiting its 6th annual African-American festival! **The festival is to be held on Saturday, August 4, 2012 at the Highland Bowl Park from 11am to 9pm.** We are now accepting applications for this event.

Vendors will have assigned spaces in the park based on the order in which the applications arrive in our office. We hope to attract a wide assortment of vendors, including food, snacks, ice cream, art, crafts, literature and wearable items. There will be lots of entertainment (including, music, dancing, step-shows, African-art and fun activities for kids).

Please find enclosed an application and more information about the event. Checks for the vendor booths should be made payable to: Rochester A.B.O.V.E. You can mail applications and payment to P.O. Box 26242, Rochester, NY 14626. Applications can also be downloaded from our website at www.rochesterabove.org.

Thank you in advance for your participation and support. We look forward to seeing you on August 4th!!

Sincerely,

Sonya Sizer

Sonya Sizer,
CEO/Founder



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VENDOR APPLICATION/CONTRACT
AFRICAN-AMERICAN FESTIVAL
AUGUST 4, 2012

Name _____

Business Name _____

Phone (H) _____ (W) _____ (Cell) _____

Email address _____

Mailing Address _____

City _____ State _____ Zip Code _____

Do you have previous festival experience? _____ (if yes) Please explain: _____

Please list all items to be sold, cooked and/or served and the prices of these items:

_____	\$	_____	\$
_____	\$	_____	\$
_____	\$	_____	\$
_____	\$	_____	\$

Informational vendors: Please explain information being distributed and/or displayed

P.O. Box 26242 ▪ Rochester, NY 14626 ▪ Phone (585) 576-2471 ▪ Fax (585) 563-7155

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Vendor information/Terms & Conditions

If you would like to participate in Rochester A.B.O.V.E. African-American Festival as a vendor, please read the following guidelines carefully, complete and **return the application by the deadline (please see attached price list and dates)**. **All applications must be mailed or hand delivered to Rochester A.B.O.V.E. or one of its staff persons. No applications will be accepted or considered without a deposit or full payment.**

1. Please see attached price list for participating fees. All payments are non-refundable (**rejected applications will receive a full refund**).
2. A half **deposit is due at the time of the application** and the **balance** must be submitted **no later than June 30, 2012**.
3. All checks should be made payable to Rochester A.B.O.V.E. and can be mailed to P.O. Box 26242, Rochester, NY 14626 (there is a \$30.00 fee for all returned checks).
4. Monroe County Health Department requires that all food vendors provide a health permit which must be displayed at the festival. Failure to comply will result in Rochester A.B.O.V.E. cancelling the contract and there will be no refund.
5. Each vendor will be fully responsible for all equipment pertaining to the preparation, sale and/or service of all items sold (ice, refrigeration, paper or plastic wear, grill, cooking utensils etc.).
6. All vendors are fully responsible for providing their own materials for the booth space, including tables, chairs, generators, tents and signage, extension cords (tents are strongly encouraged!).
7. Each Vendor is fully responsible for the set-up, clean-up and take-down of his/her own tent and area. Set-up will begin at 8:00am and no later than 9:30am and clean-up and break-down no earlier than 8:00pm and no later than 10:00pm.
8. All vendors must at all times adhere to the Monroe County/Monroe County Health Department safety guidelines. All food vendors must have (and display) an ABC fire extinguisher.
9. All vendors are required to provide Rochester A.B.O.V.E. with a list of his/her staff, not to exceed 5 employees at a time. Names of all staff members and/or employees must be submitted 2 weeks prior to the event.

General Information

1. **Each tent stand measures 10'x10'. Tables, tents and chairs will NOT be provided**
2. Assignments will be made by Rochester A.B.O.V.E. on a first come, first serve basis. Booth spaces may be requested by location but are not guaranteed.
3. Acceptance/rejection letters will be mailed upon receipt of application. Confirmation packets, which will include space assignments, additional information and parking instructions, will be mailed the week of July 2, 2012.
4. No refunds will be made once an application is accepted. Rejected applications will receive a full refund.
5. Copy of health permit and valid insurance must be submitted with all applications
6. **Rochester A.B.O.V.E. African-American Festival will be held Rain or Shine! Please plan accordingly!**

I/we, the undersigned, for and in consideration of permission and space to participate in Rochester A.B.O.V.E. African/African-American Festival on August 4, 2012, agree to indemnify, hold harmless, and defend Rochester A.B.O.V.E. and its officers, employees, agents and servants from and against any and all claims, actions, lawsuits, damages, judgments, liability and expense, including attorney fees and litigation expenses, in whole or in part arising out of connected with, or in any way associated with my/our activities preparing for, participating in, or traveling to or from Rochester A.B.O.V.E. African/African-American Festival.

I HAVE READ AND FULLY UNDERSTOOD AND AGREE TO THE TERMS, CONDITIONS AND REGULATIONS SET FORTH IN THIS CONTACT.

Signature of Vendor _____ Date _____

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African-American Festival Vendor Pricelist

Type	Description	Price		
Food	cooked meats, entrees/Dinners etc.	(Thru May 1, 2012)	(May 2 – May 31)	(June 1 – June 30)
		\$350.00	\$375.00	\$425.00
Snacks	Hot Dogs, Hamburgers, ice cream, fried dough, desserts, etc.	(Thru May 1, 2012)	(May 2 – May 31)	(June 1 – June 30)
		\$250.00	\$300.00	\$350.00
Merchandise	gifts, t-shirts, clothes, art, jewelry etc.	(Thru May 1, 2012)	(May 2 – May 31)	(June 1 – June 30)
		\$175.00	\$200.00	\$250.00
Service	hair, nails, lashes, massages, etc.	(Thru May 1, 2012)	(May 2 – May 31)	(June 1 – June 30)
		\$175.00	\$200.00	\$250.00
Walking	flowers, periodicals, toys, etc.	(Thru May 1, 2012)	(May 2 – May 31)	(June 1 – June 30)
		\$100.00	\$125.00	\$175.00
Books	including magazines	(Thru May 1, 2012)	(May 2 – May 31)	(June 1 – June 30)
		\$75.00	\$100.00	\$150.00
Information	Distribution of info only. No sales	(Thru May 1, 2012)	(May 2 – May 31)	(June 1 – June 30)
		\$50.00	\$60.00	\$70.00

*****All prices include the Monroe County Parks Department fee (with the exception of the Monroe County Health Department fee) and a quarter page ads in our festival booklet. *****

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