



A Glimpse of Africa Festival 2020 Merchandise Vendor & Space Application



Sponsor/Organizer

This Merchandise Vendor Agreement is a binding agreement between Flora's Elegance Events Décor, the organizer of *A Glimpse of Africa* Festival 2020, and _____ ("Vendor").

Fee (10' x 10' Space – Merchandise Vendor): Tent is provided for this vendor type. Vendor agrees to submit a **\$350** non-refundable fee for the privilege of selling merchandise at the *A Glimpse of Africa* Festival 2020 at Calder Plaza 300 Monroe Ave NW Grand Rapids, Michigan on August 15th, 10:30 a.m. – 10 p.m.

Fee (10' x 10' Space – Merchandise Vendor): Vendor agrees to bring their own 10' x 10' tent and/or a table and to submit a **\$300** non-refundable fee for the privilege to have a space of selling merchandise at the *A Glimpse of Africa* Festival 2020 at Calder Plaza 300 Monroe Ave NW Grand Rapids, Michigan on August 15th, 10:30 a.m. – 10 p.m.

Fee (10' x 10' Space – No sales or merchandise allowed): Vendor agrees to bring their own 10' x 10' tent and or a table and to submit a **\$200** non-refundable fee for the privilege to have a space to promote their business or organization at the *A Glimpse of Africa* Festival 2020 at Calder Plaza 300 Monroe Ave NW Grand Rapids, Michigan on August 15th, 10:30 a.m. – 10 p.m.

Payment must be made by cashier check, CashApp transfer or money order and should be made payable to *A Glimpse of Africa*. The Booth is not transferable to another Merchandise vendor. Vendor agrees that if Vendor is not set up by 9:30 a.m. on Saturday, August 15, 2019, vendor shall forfeit the booth space and agrees that the booth fee is not refundable.

Booth & Sales Merchandise: Vendor agrees to sell only non-food and non-beverage items. Vendor agrees to remain open for the sale of Merchandise items for the entire duration of the festival. Vendor agrees 1) that there may be other Vendors who may be selling the exact or similar items next to or in close proximity; 2) not to disturb other Vendors with loud music, scents or other activity deemed inappropriate by *A Glimpse of Africa*; 3) not to sell any items that displays or states Flora's Elegance Events Decor, *A Glimpse of Africa Festival* or the City of Grand Rapids logo or name; 4) not to operate a booth to raise funds for a political party or candidate or religious groups; 5) not to display any signage/banner that may be perceived as political or advertisement for non-festival sponsors; 6) not to display signage facing toward festival area if located inside in the tent; 7) to follow the direction of the Merchandise Team leader or designee and to follow all policies and procedures as instructed; 8) that vendor booth may be closed down and vendor may be asked to leave if festival policies and procedures are not followed and may jeopardize future selection as a vendor.

Amenities: Vendor agrees 1) that the location of vendor booth is at the sole discretion of the Organizer; 2) Vendor will be provided a 10'x10' space; 3) Vendor shall pay an additional fee based on additional space if needed; 4) not to store equipment or other property in unauthorized areas; 5) to secure parking space at another location at vendor expense; 6) not to park Vendor vehicle(s) or associated vehicles behind the food booths, at hooded meters, among festival storage vehicles or at any other unauthorized location for the entire duration of the festival; 7) that Vendor is responsible to inform its volunteers/associates of unauthorized parking areas; 8) that vehicles parked in unauthorized areas shall be ticketed and/or removed without notice at owner expense; 9) to provide all equipment to conduct business; 10) not bring in any personal alcoholic beverages into the Booth or Calder Plaza; 11) to follow set-up and takedown procedures as instructed by the Merchandise Team Leader or designee; 12) ensure that the area around the booth is clean and free of litter at all times; 13) at the conclusion of the Festival, vendors must ensure that booth space is as clean as it was upon original arrival; 14) to dispose of all booth refuse in the appropriate receptacle; 15) to check out with the Merchandise Team Leader before leaving Calder Plaza on the last day of the festival.

Independent Contractor Vendor shall be an independent contractor under this agreement. The Vendor shall not have the authority to represent to any other individual(s) or organization(s) that it is a representative of the Organizer, *A Glimpse of Africa* Festival or the City of Grand Rapids. No member or employee of the Vendor shall be regarded as an employee of the Organizer, the *A Glimpse of Africa* Festival or the City of Grand Rapids.

Taxes/Insurance/Security the Vendor agrees to obtain the proper sales tax license and agrees to be responsible for the payment of any sales tax or any other taxes and shall pay taxes to the proper government authority. Vendor agrees to hold the Organizer, City of Grand Rapids, owners, Festival staff, volunteers, and lessees of the property upon which the *A Glimpse of Africa* Festival is conducted harmless of any form of liability or claim for injury, damages, theft or any other cause whatsoever. The Organizer shall

provide security during operation and non-operation time of the festival (Saturday, August 15, 2020); however, Vendor agrees that the Organizer is not responsible for any theft, damage or injury whatsoever of vendor, volunteers, associates, or items or equipment.

Event Day Set Up and Tear Down Vendors must be set up in the assigned space by 9.30 am on Saturday, August 15. Access is available from Ottawa Avenue using the southern-most driveway. You can then park at or close to your area to unload. All vendor vehicles **MUST** be moved off Calder Plaza by 9:30 am on Saturday, August 15. Please see the enclosed link to Downtown Grand Rapids Inc. parking information for meters and lots: <http://downtowngr.org/get/parking>. Tear down can begin at 9 P.M. on August 15.

I, the undersigned, have reviewed, understand, agree, represents and warrants to be the authority to execute the terms of this Agreement and desire to enter into an Agreement with the Flora's Elegance Events Decor to be a Merchandise Vendor at A Glimpse of Africa Festival 2020 on August 15 at Calder Plaza in Grand Rapids, Michigan.

Merchandise Vendor

A Glimpse of Africa Representative

Vendor Name (Please Print)

Representative Name (Please Print)

Signature

Date

Signature

Date

A Glimpse of Africa Festival 2020 Merchandise Vendor Application

Merchandise Vendor Application Process

- Application and fees must be received by June 20, 2020. Review, understand and sign the Application
- Secure a **Cashier Check, Money Order or CashApp transfer** for the Booth Fee (No cash or payments will be accepted on the day of the Festival)
- Checks and Money Orders must be made payable to **A Glimpse of Africa** and mailed to **Fridah Kanini, 3800 Yorkland Dr NW, Comstock Park, MI 49321**
- **CashApp** payments should be made to **\$fridahkay**
- **Spaces will be given as first pay, first serve**
- Completed applications should be submitted as follows:
 - Mailed to **Fridah Kanini, 3800 Yorkland Dr NW, Comstock Park, MI 49321** OR
 - Scanned and sent via mail to **aglimpseofafrica@gmail.com**

Vendor Items

A Merchandise Vendor may sell unlimited clothing, jewelry, miscellaneous items, etc. A Merchandise Vendor may not sell any food products, laser pointers, silly string, illegally copied tapes/CDs/DVDs, T-shirts or any items that are perceived as drug related paraphernalia.

Vendor Booth Location

Vendor will be provided with a 10 X 10 tent. Vendors may not exceed a 10' x 10' space unless previously approved by the organizer representatives. Flora's Elegance Events Decor has sole discretion where the Merchandise area will be located and where vendors will be located within the Merchandise area.

Cost:

Fees are as follows. In addition, all vendors must pay a \$50 refundable cleaning & damage deposit with the application. This deposit will be returned after the Festival if space is left clean and undamaged. Vendors must check-out with Festival site staff to inspect their area in order to qualify for a returned deposit.

- \$350.00 (non-refundable fee) for one 10' x 10' space + one 10' x 10' tent + one 1 table + one chair.
- \$300.00 (non-refundable fee) for one 10' x 10' space + 1 table + 1 chair (Vendor will bring their own tent; Merchandise allowed)
- \$200.00 (non-refundable fee) for one 10' x 10' space only + 1 table + 1 chair (Vendor will bring their own tent; Merchandise not allowed)

Name of the Booth: _____
Please Print

Contact Person: _____
Please Print

Address: _____
Address City State Zip

Day Phone: _____ Evening Phone: _____ Fax: _____

Email: _____

Describe the type of items to be sold. Use the back of this form if necessary:

Vendor Signature: _____ Date: _____