



*... See, touch, feel and taste*

**TARKINGTON PARK**

45 W. 40<sup>th</sup> St. between Meridian and Illinois Streets, Indianapolis  
**Saturday, August 28, 2010**

**EXHIBITOR/VENDOR  
PACKET**  
*(Agreement, Electrical Needs,  
Space Rental Rates &  
Application Form)*

*Read the agreement, complete the application form and return it  
with payment made payable to the African Center. Mail completed  
form and payment to:*

**African Festival '10**

Mayor's Office of International & Cultural Af  
2501 City-County Building  
200 East Washington Street  
Indianapolis, IN. 46204  
Telephone: 317 327 3687  
Fax: 317 327 3687

**African Festival '10**

The African Center  
3737 North Meridian Street, Ste 507  
Indianapolis, IN. 46208  
Telephone: 317 927 9777  
Fax: 317 927 9779

City of  
**Indianapolis**  
*Gregory A. Ballard, Mayor*



## AGREEMENT

Please do not send in your application until you have read and understand this agreement. By sending the application form you have agreed to the terms stated in this agreement.

**1. Location and dates:** The market place and cultural shows of the 2010 African Festival is to be held **OUTDOORS** at Tarkington Park, 45 W. 40<sup>th</sup> St., between Meridian and Illinois Sts., Downtown, Indianapolis, IN 46208. Only one day is dedicated to Market place, products and services exhibition. The date is Saturday August 28, 2010.

**Setup:** Saturday August 28, 2010, 8:00 a.m. – 10:00 a.m. **Tear-Down:** Saturday August 28, 2010 9:00 p.m. - 9:30 p.m. **Important:** All displays must be removed from the venue no later than 10:00 p.m. Saturday August 28, 2010 or EXHIBITOR/VENDOR shall be liable for any expenses incurred in order to comply with this condition. The facilities will be shut down at the expiration of deadlines. Compliance with this condition is mandatory.

**2. PAYMENTS:** EXHIBITOR/VENDOR shall submit completed and signed Application Form to confirm reservation of space(s) by August 10, 2010. EXHIBITOR/VENDOR shall submit a full payment to secure vending/exhibit space(s) by August 16, 2010. **Cancellations and Refunds:** EXHIBITOR/VENDOR CANNOT cancel reservation or claim refunds once payment is made and application received.

**3. EXHIBIT SPACE ASSIGNMENT:** Space selections will be conducted on first-come-first-serve basis as determined by MANAGEMENT. However, space may be changed or moved at the discretion of MANAGEMENT for the benefit of the majority of exhibitors or the event itself. Any assignment or subletting by EXHIBITOR/VENDOR IS PROHIBITED, unless consent of MANAGEMENT is obtained. MANAGEMENT is providing only space for EXHIBITOR/VENDOR. CHAIRS, TABLES, TENTS and TELEPHONE WILL NOT BE PROVIDED to EXHIBITORS/VENDORS. Limited ELECTRICITY AND WATER WILL BE AVAILABLE to EXHIBITORS/VENDORS on case-by-case basis and on first-come-first-serve basis.

**4. DISPLAY GUIDELINES:** Under this contract exhibits must not block a neighboring exhibitor; Maximum 4 ft. high on sides, 8 ft. high on back side. Any sign or display exceeding 4 ft. in height must be set back at least 5 ft. from the aisle.

**5. EXHIBITOR CONDUCT:** EXHIBITOR/VENDOR, as well as any agents or employees of exhibitor, will conduct themselves in a manner lending dignity to the EVENT. MANAGEMENT may, at their discretion, eject any EXHIBITOR/VENDOR or any agent or employee of exhibitor/vendor from the premises and no refund will be applicable to the EXHIBITOR/VENDOR under such circumstances. Appropriately controlled sound systems will be permissible, provided that the sound levels are not objectionable to Exhibitors/Vendors in adjacent booths. Management will be the final judge should any controversy arise. MANAGEMENT reserves the right to determine which EXHIBITORS/VENDORS and products are appropriate for inclusion in the Exhibition and may also refuse, cancel, or restrict any applicant or exhibit which MANAGEMENT considers undesirable for any reason. EXHIBITORS/VENDORS are not permitted to display or sell products banned under any City, State or Federal laws. EXHIBITOR/VENDOR is responsible for all damage to any property caused by exhibitor personnel. All EXHIBITORS/VENDORS are required to wear and display their identification tags at all times.

**6. LIABILITY:** The EXHIBITOR/VENDOR agrees that MANAGEMENT shall not be held liable for claims or other losses sustained by EXHIBITORS/VENDORS, their employees, agents or representatives resulting from EXHIBITOR'S occupancy of the space herein contracted for. MANAGEMENT shall not be responsible for loss or damage to displays or goods belonging to EXHIBITORS/VENDOR S, whether resulting from fire, storms, acts of God, theft, pilferage, mysterious disappearance, bomb threats or any other cause. All such items are brought to the Exhibition and displayed solely at EXHIBITOR'S/VENDOR'S own risk and should therefore be safeguarded at all times. Exhibitors/Vendors are encouraged to insure exhibit property against loss or theft. In the event that the African Unity Festival & Cultural Tourism is interrupted or canceled for any reason, MANAGEMENT may return a portion of the amount paid for space after deducting expenses incurred by MANAGEMENT in connection with the SHOW. Expenses shall include contracts with third parties, all out of pocket expenses incurred by MANAGEMENT incidental to the show, and all overhead expenses of MANAGEMENT incidental to the production.

**7. SOLICITATION BY NON-EXHIBITORS:** Solicitation by non-exhibitors is prohibited. Vendors and representatives who have not been assigned exhibit space are prohibited from soliciting business in any form. Violators of this prohibition will be required to leave the hall.

**AFRICAN FESTIVAL '10  
VENDOR'S  
APPLICATION FORM**

**Please read the attached Terms of Agreement before you fill this form**

Business/Org. Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

City: State: Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell: \_\_\_\_\_

Merchant Certificate No./Fed. ID. /SS#: \_\_\_\_\_

(Person to contact in case of emergency (name and telephone))

Please Circle categories that best describe your business, products or services:

- |                                                        |                                                   |                                                    |
|--------------------------------------------------------|---------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Food                          | <input type="checkbox"/> Children products        | <input type="checkbox"/> Community/social services |
| <input type="checkbox"/> Clothing/jewelry              | <input type="checkbox"/> Afrocentric products     | <input type="checkbox"/> Government dept/agency    |
| <input type="checkbox"/> Beauty/hair products          | <input type="checkbox"/> Ethnic African products  | <input type="checkbox"/> Cars & parts              |
| <input type="checkbox"/> Books                         | <input type="checkbox"/> Health products/services | <input type="checkbox"/> Consulting services       |
| <input type="checkbox"/> Educational products/services | <input type="checkbox"/> Technology               | <input type="checkbox"/> Others (please specify)   |
| <input type="checkbox"/> Arts & artifacts              | <input type="checkbox"/> General merchandise      | _____                                              |
| <input type="checkbox"/> Music & musical products      |                                                   |                                                    |

**Calculation of Space/facility Rental Cost**

Booth size	Use of booth	Cost per unit (\$)	Number of booths	Total Cost (\$)
10'x10'	Commercial vending			
20'x20'	Commercial vending			
10'x10'	Arts and Culture			
10'x10'	Family & Kid Crafts			
10'x10'	Non-for-profit programs			
20'x20'	Food vending			

**TOTAL \$**

# ELECTRICAL NEEDS

**LIST ALL equipment types – i.e., fryers, warmers, heat lamps, refrigerators, computers, CD players, etc.**

**NOTE: We recommend that vendors should make provision for their electric needs. Festival Organizers WILL NOT provide electricity for vendors and access to electrical outlets is not guaranteed.** In cases where vendors are supplying their own electricity, vendors are required to furnish to the organizers list of all equipment types and electricity details as listed in the table below:

Mark (X)	List Each Type of Equipment(s)	Phase 120 or 240?	Watts or Volts (Amps)	Office Use Only

\_\_\_\_\_ Name: \_\_\_\_\_

**Signature of authorized official**

**Date:** -----

## Space/facility Rental Rate

Booth size	Use of booth	Cost per unit
10'x10'	Commercial vending	\$150.00
20'x20'	Commercial vending	\$250.00
10'x10'	Arts and Culture	\$100.00
10'x10'	Family & Kid Crafts	\$75.00
10'x10'	Non-for-profit programs	\$50.00*
20'x20'	Food vending	\$300.00**

*\*Must provide proof of tax-exempt status*

*\*\* Food vendors must obtain temporary food establishment license from the Department of Food Safety of Marion County Health Department (Telephone: 317 221 3070)*