



Harrisonburg-Rockingham AFRICAN-AMERICAN FESTIVAL

June 26, 2010



2010 HARRISONBURG-ROCKINGHAM AFRICAN AMERICAN FESTIVAL FOOD & CRAFT VENDOR APPLICATION

Thank you for your interest in participating as a Food & Craft vendor at the 2010 Harrisonburg-Rockingham African-American Festival (HRAAF). Please complete the application below and return by June 7, 2010. We will notify you by June 14, 2010 of your acceptance.

I would like to be a: Craft Vendor (\$50/space) Food Vendor (\$100/space)

Business Name: _____

Contact Name: _____

Address: _____

Phone: _____ Fax: _____

Website: _____ Email: _____

Please list what items you will be selling:

Please list any special needs or requests (requests are not guaranteed to be approved):

Please email your logo to vsquires05@yahoo.com to be included on website.

Reminders:

- *The HRAAF committee reserves the right to accept or reject any application for any reason.*
- *This is a family-oriented event. No weapons, pornography or drug paraphernalia are allowed.*
- *Each vendor will be listed on our website and in the Festival program.*
- *HRAAF will supply each craft vendor with a 10'x10' space, and each food vendor with a 20'x 20' space. All vendors must supply their own tables, chairs, tents, etc.*
- *Craft Vendor fee is \$50/space, and Food Vendor fee is \$100/space. Fees are due by June 7, 2010; applications/fees may be accepted after deadline as space permits. Checks/money orders should be made payable to: Harrisonburg Parks & Recreation.*

Please mail completed application and payment to:

Harrisonburg Parks & Recreation; ATTN: Lynn Turner; 305 S Dogwood Dr; Harrisonburg, VA 22801.



Harrisonburg-Rockingham AFRICAN-AMERICAN FESTIVAL



TO: All Food and Craft Vendors
 FROM: Vicky Squires, Vendor Coordinator
 RE: Festival Logistics

Thank you for your interest in helping to make the 17th Annual Harrisonburg-Rockingham African American Festival a success by serving as a *Food / Craft Vendor*. We are excited to offer you the chance to showcase your wares while celebrating the rich history and heritage of our African-American communities!

This memo provides a brief synopsis of some Festival logistics that may assist your organization in preparing for the event.

VENDOR FESTIVAL LOGISTICS	
Festival Location	Ralph Sampson Park (at Simms Ave and Washington St, Harrisonburg)
Festival Date/Time	Saturday, June 26, 2010 12pm - 6pm
Rain Date	This is a rain or shine event.
Cost	Commercial/Craft Vendors are subject to a \$50 registration fee. Food Vendors are subject to a \$100 registration fee. Fees paid in full by April 30 will receive a \$10 discount. No refunds will be given after May 31.
Set-Up & Break-Down	Food Vendors may begin setting-up as early as 7 am, and Commercial/Craft Vendors may begin setting-up as early as 8 am on June 26. All vehicles must be off of the Festival grounds by 11 am. Your area must be set up by 11:45 am. The Official closing of the Festival is 6 pm on June 26, at which time you may begin breaking-down your area. Please remove all trash and debris, leaving the space in the condition in which you found it.
Check-In & Space Assignments	Each Vendor will receive its space assignment in a Festival Info packet to be mailed out by June 14, 2010. Check-in for vendors will begin at 7 am at the Information Table.
Space	Craft Vendors will receive a 10'x10' space. Food Vendors will receive a 20' x 20' space. It is up to the vendor to bring any tents, tablecovers, chairs and all other supplies and materials.
Parking	Parking is free, with plenty of space in the Simms Center & Sampson Park parking lots and along the street.

See you at the Festival!