VENDOR PACKAGE

2019 HOUSTON AFRIFEST

Experience Africa

SATURDAY, SEPTEMBER 14, 12 NOON TO 8 PM

HOUSTON BAPTIST UNIVERSITY - HOLCOMBE MALL

7502 FONDREN, HOUSTON, TX 77074

CONTACT:

Uche Anigboh
ucheanigboh@namchouston.org
(832) 520-6763

ABOUT AFRIFEST

AfriFEST is a family-friendly, open-air, community event hosted by a number of partnering African organizations, including the Nigerian-American Multicultural Council and the African Students Association at Houston Baptist University, among others. This premier event draws ***over 3000 people*** to the Houston Baptist University campus where dozens of booths, food, music, and activities await, creating an enticing blend of art, culture, music, and dance and an opportunity for attendees to ***"Experience Africa."***

The objective of AfriFEST is to connect Houstonians to the people, arts, and cultures of Africa by bringing various groups together to facilitate culture exchanges via informal methods. We believe that by sharing our cultures with Houstonians, we can spotlight the positive values of Africa. The first festival was held in 2012 and has grown to the signature event it is today. The festival will showcase the rich and diverse cultures of various African countries. It will feature a variety of entertainment, including live music, games, fashion, ethnic food, and kids' activities. The festival attracts people of all ages and from a plethora of backgrounds and is a forum to celebrate and recognize the critical relationships between the United States and African nations.

What to Expect at AfriFEST?

- Food vendor booths to get a Taste of Africa
- Arts and Crafts Booths
- Cultural presentations
- Tourism Zone composed of informational booths from specific countries
- Performances by various entertainers, including dance, art, and music
- Kids' Zone with games, crafts for children, and more

RESERVING YOUR VENDOR BOOTH:

1 COMPLETE VENDOR APPLICATION & MAIL IN

Complete the Attached
Vendor Application and Agreement and mail it with your payment by check to:

8226 FURLONG LANE
HOUSTON, TX 77071

RESERVE YOUR BOOTH BEFORE AUGUST 1, 2019 FOR A $25 DISCOUNT

2 REGISTER & PAY ONLINE

REGISTER AND PAY ONLINE AT:

http://bit.ly/afrifestvendor

Credit card payments can be made there through PayPal. The Vendor Application and Agreement are also available online.

ANY QUESTIONS?

Uche Anigboh
ucheanigboh@namchouston.org
(832) 520-6763

VENDOR INFORMATION

1. Houston AfriFEST will be held on Saturday, September 14, 2019 from 12 PM to 8 PM at Houston Baptist University, 7502 Fondren Rd, Houston, TX, 77074.

2. Booth Size: The standard booth size is 10'x 10'. Larger booth sizes are available for an additional cost.

3. Each standard booth purchased from AfriFEST comes with four vendor badges, one-6' table, and 2 chairs

4. Booths are assigned in Houston AfriFEST's sole discretion and on a first come, first-served basis, based on the date payment is receive and the level of event sponsorship, if any. Priority booth selections available for an extra payment of $100.

5. Vendors May Not Sell: Alcoholic beverages, water, soda, drinks of any kind (except snow cones and ice cream), or any illegal products. Beverages are sold exclusively by Houston AfriFEST.

6. **NO CATEGORY EXCLUSIVITY: THIS MEANS THERE MAY BE ANOTHER VENDOR SELLING THE SAME GOODS OR SERVICES AS YOU AT THE AfriFEST.**

7. Sales Tax: Sales Tax must be included on all items sold. It is your responsiility to collect and pay this tax.

8. Only Items listed on the vendor application or communicated in writing and approved may be sold.

9. **WASTE DISPOSAL: It is the sole responsibility of each vendor to keep his/her booth and surrounding area clean. Vendors are required to bring their own garbage/receptacles and garbage bags. There will be no dumping of coals on the festival grounds. Coals must e placed in a durable container for removal by vendor. Hot cooking materials must be extinguished with plain water. Vendors must provide airtight containers for disposal of cooking oils, greases, and waster materials. Food Vendors are responsible for removing all of their waste from the festival grounds.**

10. Timing on Day of Festival: Vendors may be on site at or after 7:30 AM and must be ready for business by 11:00 am. By 10:30 am, all vendor vehicles must be off festival grounds and parked in designated parking areas. Vendors may start tearing down their booths no earlier than the specificied ending hour of the event - 8 pm on Saturday. Not following this rule may result not being invited back next year.

VENDOR INFORMATION B

1. Electricity: Electricity is available but must be noted on the Vendor Application or requested no later than 48 hours before the event. For non-food vendors, electricity is available for an addition cost, and vendors must provide their own 100-foot heavy-duty extension cord.

2. Rain Policy: The festival will be held rain or shine.

3. Payments: All payments to e made in full. Partial payments are not accepted.

4. Signage: Pre=preinted space and menu signs are required. Hand writting signage is not allowed.

5. Table Cloth: Tablecloths are not provided. Please bring your own.

6. Licenses, Insurance, Permits: Vendors are fully responsible for obtaining all licenses, insurance, or permits required and adhering to all applicable laws, ordinances, and statutes. Permits include, but are not limited to, a sales tax permit.

7. Food Permits: Food vendors are required to have a “Temporary Food Dealers Permit” issued from the City of Houston, wich must be purchased 7 days in advance of the event per city regulations. Food vendors are also required to have a food handler’s certificate.

8. No Guarantee of Results: Houston AfriFEST does not warrant or guarantee any particular results of the festival, nor does it guarantee a particular number of attendees or vendors.

9. Cancellation: Houston AfriFest reserves the right to cancel this event at any time prior to the date of the event with refund of all amounts paid by vendors in connection with this agreement. Otherwise, all payments are nonrefundable.

10. Product/Service Exclusivity: Product/Service exclusivity is not guaranteed through this reservation, this includes brand exclusivity.

VENDOR INFORMATION C

1. Electrical Requirements: Your electricity request will be taken into consideration, but allotments of electricity are at the discretion of the Vendor Manager. Battery operated equipment is suggested.

2. Unauthorized Sale: Sale of illegal food, alcohol, or merchandise ina ny space is strictly forbidden and violators shall forfeit any right granted under this license. Sale of such will result in immediate removal from the event without a refund. Vendors are not permitted to sell any merchandise with the Houston AfriFEST name or logo without written authorization from the NAMC President or Houston AfriFEST Chairs. Sale of such unauthorized items will result in the vendor's immediate removal from the event without a refund and possible litigation.

3. Fair Use Regulations: Please respect our vending neighbors. Though booth demonstrations are allowed, the volume on speakers and musical equipment must not interfere with the business of either adjoining booths or the Houston AfriFEST. Additionally, booths must be located as not to interfere with the Houston AfriFEST, other vendors or aisle space and operation in any way. Booths must no block the passage of visitors at ay time. Event officials will give vendors fair warning once a complaint is filed by the offended party(ies). After two warnings, the offending vendor may be asked to relocate or vacate the Houston AfriFEST without refund.

4. Houston AfriFEST Authority: Houston AfriFEST reserves the right, upon reasonable notice to vendor, to substitute alternate dates and/or facilities other than those originally planned for this event. Vendor, also hereby grants Houston AfriFEST permission to use vendor's name and/or logos for promotional purposes in connection with the Houston AfriFEST and/or other events produced by Houston AfriFEST. This permission shall extend to photographs of the Vendor and booth.

5. This year, vendors are allowed to bring their own booths for a $50 discount, subject to the following restrictions: a) Booths must be 10' x 10' in size, b) Must bring water barrels or sand bags to secure tents. Stakes are not allowed (per HBU), and c) Tents must be clean, not torn, and suitable for outdoor use. Any unpresentable tent will not be allowed.

Food trucks are also allowed.
Please indicate that you are a food truck when registering.

VENDOR ADD-ONS

STEP & REPEAT SPONSOR

$150

Display your company's logo on festival step & repeat

SHIRT SPONSOR

$200

Display your company's name/logo on all volunteer event shirts (along with other Event and T-Shirt Sponsors)

BAG SPONSOR

$200

Display your company's logo on festival attendee totes

RAFFLE/IN-KIND SPONSOR

- **Donate a product** *for general AfriFEST use (e.g., water, beverages, tents, etc.) or toward the raffle draw (e.g., electronics, clothing, trips/cruises, airline tickets, etc.).*
- *Recognition in festival script*
- ***Items must be in one week before the festival***
- ***Houston AfriFEST is willing to grant sponsor benefits for in-kind sponsors at a level equal to 50% of the value of the product/service donated.***

VENDOR ADD-ONS

Flyers and posters with sponsor information will be printed at regular intervals.
Companies who commit by print dates will be included in future prints.

If you have any questions regarding vendorship or require additional information, please contact Uche Anigboh at (832) 520-6763 or ucheanigboh@namchouston.org.

We appreciate your consideration and look forward to counting you as one of our supporters.

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7502 FONDREN, HOUSTON, TX 77074

SEE YOU AT THE FESTIVAL!

http://namchouston.org/afrifest

FOOD VENDOR APPLICATION

Application deadline for Vendors is September 1, 2019. *After this, an additional $25 fee applies.

Early Bird Discount of $25 off before August 1, 2019.

Houston AfriFEST is Saturday, September 14, 2019 @ 12:00 pm - 8:00 pm.

VENDOR INFORMATION		
Vendor Name:		
Contact Name and Title:		
Mailing Address:		
City:	State:	ZIP Code:
Phone:		
E-Mail:		
Website (for electronic ad link):		

VENDOR BOOTH	
Booth Size: ▫ 10' X 10' (includes admission for 4, one-6' table, and 2 chairs) ($175) ▫ 10' X 20' (includes admission for 8, two-6' tables, and 4 chairs) ($300) ▫ I have my 10' X 10' own tent. (Includes just admission for 4, one-6' table, and 2 chairs) ($125) ▫ Food Truck (*Will be placed outside of main grounds in parking lot area) ($125) ▫ Priority Tent Selection (otherwise, placement at discretion of AfriFEST) ($100) __ Additional Tables: $50 each __ Additional Chairs: $10 each __ Additional Festival Passes: $5 each	**Need Power?** ▫ Yes ▫ No
Food vendors are limited to **10 food items**. Please describe in detail the items you will sell.	
Add a Vendor Add-On:	
▫ T-Shirt Sponsor ($500)	▫ Wristband Sponsor ($350)
▫ I want to donate a raffle prize / make an in-kind donation. Describe:	

Three ways to become a vendor:

1. Complete online vendor sign up and pay online at http://bit.ly/afrifestvendor.
2. Complete this vendor sign up form and email to ucheanigboh@namchouston.org. Mail **Check Payable to NAMC** to 8226 Furlong Lane, Houston, TX 77071 or make credit card and PayPal payments through PayPal by sending payment to info@namchouston.org or online at link above.
3. Complete this vendor sign up form and mail along with **Check Payable to NAMC** to 8226 Furlong Lane, Houston, TX 77071 or make credit card and PayPal payments through PayPal by sending payment to info@namchouston.org or online at link above.

Main Vendor Contacts: Uche Anigboh, ucheanigboh@namchouston.org

NON-FOOD VENDOR APPLICATION

Application deadline for Vendors is September 1, 2019. *After this, an additional $25 fee applies.

Early Bird Discount of $25 off before August 1, 2019.

Houston AfriFEST is Saturday, September 14, 2019 @ 12:00 pm - 8:00 pm.

VENDOR INFORMATION		
Vendor Name:		
Contact Name and Title:		
Mailing Address:		
City:	State:	ZIP Code:
Phone:		
E-Mail:		
Website (for electronic ad link):		

VENDOR BOOTH	
Booth Size: ▫ 10' X 10' (includes 4 passes, one-6' table, and 2 chairs) ($150) ▫ 10' X 20' (includes 8 passes, two-6' tables, and 4 chairs) ($275) ▫ I have my 10' X 10' own tent. (Includes just admission for 4, one-6' table, and 2 chairs) ($100) ▫ Priority Tent Selection (otherwise, placement at discretion of AfriFEST) ($100) __ Additional Tables: $50 each __ Additional Chairs: $10 each __ Additional Festival Passes: $5 each	**Need Power?** ▫ Yes ▫ No *If request for power not made timely, $30 add'l charge.
Please describe in detail the items you will sell.	
Add a Vendor Add-On:	
▫ T-Shirt Sponsor ($500)	▫ Wristband Sponsor ($350)
▫ I want to donate a raffle prize / make an in-kind donation. Describe:	

Three ways to become a vendor:

1. Complete online vendor sign up and pay online at http://bit.ly/afrifestvendor.
2. Complete this vendor sign up form and email to ucheanigboh@namchouston.org. Mail **Check Payable to NAMC** to 8226 Furlong Lane, Houston, TX 77071 or make credit card and PayPal payments through PayPal by sending payment to info@namchouston.org or online at link above.
3. Complete this vendor sign up form and mail along with **Check Payable to NAMC** to 8226 Furlong Lane, Houston, TX 77071 or make credit card and PayPal payments through PayPal by sending payment to info@namchouston.org or online at link above.

Main Vendor Contacts: Uche Anigboh, ucheanigboh@namchouston.org.

VENDOR AGREEMENT

NAMC Houston (NAMC) permits _____ ("VENDOR") to use the Vendor Booth Space facilities on Saturday, September 14, 2019 as part of Houston AfriFEST in accordance with the following:

1. The rules and requirements contained in the Houston AfriFEST 2019 Vendor Package is specifically incorporated herein by reference.
2. VENDOR agrees to observe and comply with all existing policies which in any manner affect or relate to the use of the booth space rental.
3. NAMC reserves the right to evict anyone violating any rule outlined herein, or violating any other rule or regulation, without a refund of fees paid.
4. VENDOR may not sub-let any portion of the booth rental space, without the prior written consent of NAMC.
5. Houston AfriFEST will be held rain or shine. Notwithstanding, NAMC reserves the right to cancel Houston AfriFEST 2019 at any time prior to the date of the event with refund of all amounts paid by Vendor in connection with the Agreement. Otherwise, all payments are nonrefundable.
6. Approximately one week prior to the Houston AfriFEST, VENDOR will receive directives for the day's set up and break down procedures.
7. Booth spaces are rented for Houston AfriFEST 2019 only. Booth Space Rental shall begin at 7:30 AM and end at 8:00 PM on September 14, 2019.
8. The Booth space must be accepted as assigned. VENDORS are not permitted to remove and/or relocate the rental booth from the assigned spot without prior approval of NAMC. It is NAMC's right to relocate the rental booth should it deem necessary. Priority tent selection is available on a first come, first served basis before event day for an additional cost.
9. NAMC reserves the right to deny sale or display of objectionable or offensive materials. NAMC may inspect information being distributed or the products being offered for sale by VENDOR, and restrict or deny distribution of any item NAMC considers inappropriate.
10. **VENDOR shall remove its property and clean up all trash and waste material in and around the Rental Booth Space by end of day. Site must be left in the condition in which you arrived. Vendors are required to bring their own garbage receptacles and garbage bags. There is no dumping of coals or grease on the festival grounds. Coals must be placed in a durable container for removal by vendor. Hot cooking materials must be extinguished with plain water. Vendors must provide air tight containers for disposal of cooking oils, grease, and waste materials.**
11. VENDOR is solely responsible for all losses, cost, damages, and expenses of any kind whatsoever resulting from or incidental to the use of the rental booth space.
12. VENDOR shall remove its property and clean up all trash and waste material in and around the rental booth space by end of day on Saturday, September 14, 2019. Site must be left in the same (or cleaner) condition in which vendor found it upon arrival.
13. VENDOR may not vacate the festival grounds without first checking out with NAMC staff. Vendors are expected to remain on site until at least the end of the festival at 8:00 pm.
14. This Agreement shall be subject to the applicable laws of Texas. Any disputes shall be brought before courts in Harris County, Texas.
15. VENDOR indemnifies and agrees to hold NAMC, and any associated agencies affiliated with the festival event and their members, officers and directors, and employees, harmless against any and all liability (including court costs and attorney's fees) whatsoever arising from any claim made against NAMC or loss incurred by VENDOR as a result of or in any way arising from, relating to, or connected with the obligations identified within this Vendor Agreement, including loss or liability caused by gross negligence, except loss or liability caused by sole negligence or willful conduct. This hold harmless and indemnification obligation shall survive any termination of this rental agreement. You understand that at this event or related activities, you may be photographed or video recorded and you agree to allow photo, video, or film likeness to be used for any legitimate purpose by the event holders, producers, or organizers.

16. This agreement for Vendor Booth Space at the 2019 Houston AfriFEST indicates VENDOR's willingness to abide by all accompanying terms and conditions and general regulations listed on this document as well as such additional rules and regulations as NAMC deems necessary for the success of Houston AfriFEST, provided the latter does not materially alter the VENDOR'S contractual rights.

VENDOR Signature	Date
VENDOR Printed Name	Title