



THE 10TH ANNUAL

AFRICAN DRUM & DANCE FESTIVAL

and JUNETEENTH CONCERT

Vendor Agreement Form Information

This invitation is for all vendors who are promoting the sale of products for the 10th Annual African Dance and Drum Festival. To operate this event the following terms of agreement have been established:

GUIDELINES

1. All vendors will receive 1 8ft. long or round table with 2 chairs.
2. Each vendor will receive one table ID tag that should be visible at all times.
3. Set up time on Saturday June 8th and Sunday June 9th will begin at 9:00am for the dance/drum workshops and at 6:00pm for the concert.
4. Booth breakdown time on June 8th is 5:00pm. Booth breakdown time on June 9th is at 9:00pm. Booth breakdown time for concert is 12am after lobby reception.
5. Absolutely no sharing/subleasing of booth space.
6. Only vendors on the paid approved vendor list will be allowed to setup. Bring your receipt as confirmation.
7. Space assignments will be given on a first come first served basis for registered vendors. We only have 50 spaces per event. Specific area placement will only be considered if necessary for proper display of products. *Additional fees may apply
8. Vendors are encouraged to visit other booths and network throughout the facility, but please make sure all booths are manned during open hours.
9. DJAPO Cultural Arts Institute has the right to refuse rental or setup of any booth space they deem inappropriate.
10. All vendors must be set up on time for all event days.
11. No Food Vendors at the Juneteenth Concert Venue
12. Vendor payments (nonrefundable) are required with vendor agreement
13. Payments may be made by Cash, Paypal, Credit Card or Money order

RATES and FEES:

**TABLE SIZE and FEES (Nonrefundable)
1 FULL 8 Foot or Round Table with 2 chairs**

CONFERENCE or CONCERT ONLY RATE

- \$60** for Saturday Workshop Vending
- \$60** for Sunday Workshop Vending
- \$100** for Food Vendors at Workshops
- \$75** for Saturday Concert Vending
(No Food Vendors for Concert)

CONFERENCE and CONCERT COMBINED RATE

- \$165** for Entire Weekend
(Both Class Events & Concert)
- \$115** for 1 Class Event & Concert
- \$100** for Both Class Events



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Vendor Agreement Form Information

Name: _____ Business: _____

Address: _____

City: _____ Zip: _____

Business Phone: _____ Contact Phone: _____

Website: _____ Email: _____

Merchandise: _____

- \$60 for Saturday Workshop Vending
- \$60 for Sunday Workshop Vending
- \$100 for Workshop Food Vending Saturday Sunday
- \$75 for Saturday Concert Vending
- \$165 for Entire Weekend (Both Class Events & Concert)
- \$115 for 1 Class Event & Concert
- \$100 for Both Class Events

List of items you sell: _____

PLEASE NOTE: DJAPO Cultural Arts Institute is not responsible for stolen, damaged property or any injuries incurred while participating in this conference. They and their affiliates are hereby released from any legal ramifications from any such injuries. Your signature attests and declares that you agree with and understand these stipulations, which releases them from all liabilities.

I have read and understand all rules and regulations for the vendors, and I agree to abide by these regulations. If I fail to do so, I know that I can be asked to leave the event, and will not be refunded my booth fee.

Vendors Signature: _____ Date: _____

OFFICE ONLY:

Staff signature: _____

Payment: Amount \$_____ Credit Card: _____

Check # _____ MO # _____ Cash _____ Date: _____

Booth number: _____

This completed and signed agreement form must be returned with payment on or before June 1st, 2019 in order to secure booth space. Please complete this application and email to Juneteenthcleveland@gmail.com. Mail payments to 2460 Channing Road University Heights, Ohio 44118. Paypal address is tcdrame@hotmail.com or online at www.djapo.com

Please call Vendor Coordinator Jamila Gaines at 904-504-8728 or email: info@djapo.com for more information.