

53rd Annual



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# 2024 Regular Registration Form

**DEADLINE: MAY 15, 2024 JAM AK JAM (Field) IS NOT BEING RENOVATION & IS NOW AVAILABLE**

## VENDOR MEMBERSHIP APPLICATION

**Festival Dates:** Thursday, July 4 – Sunday, July 7, 2024 (4 days Rain or Shine) 10am – 9pm Daily

Theme: SILA DJIGUIBA - Path of Hope - From the Bambara People

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

Business Name: \_\_\_\_\_ Vehicle Make, Model, Lic. Plate # \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

Cell: ( ) \_\_\_\_\_ - \_\_\_\_\_ Business: ( ) \_\_\_\_\_ - \_\_\_\_\_

Social Security Number or Tax ID \_\_\_\_\_ E-mail Address \_\_\_\_\_

Business Associate's Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Associate's Phone # ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_ Referred By: \_\_\_\_\_

**1<sup>st</sup> Choice (if applicable): Section \_\_\_\_\_ Space # \_\_\_\_\_ 2<sup>nd</sup> Choice: Section \_\_\_\_\_ Space # \_\_\_\_\_**

**NOTE: A REQUEST DOES NOT GUARANTEE SPACE; ALL VENDOR SPACE REQUESTS ARE SUBJECT TO APPROVAL AND AVAILABILITY**

Product or menu item to be sold (please be specific): \_\_\_\_\_

### VENDOR MEMBERSHIP GUIDELINES. PLEASE READ CAREFULLY - SIGNATURE REQUIRED ON BOTH SIDES

- Vendor membership fee includes: Two (2) passes. Food vendors will receive four (4) passes. **Additional passes at a fee.**
- All vendors must participate in an orientation session with a Merchant Coordinator.
- A fire extinguisher is required with any use of flames, generators, or propane. **Storage of flammable liquids or gases on site is against the Law and strictly prohibited.**  
Construction using wood or heavy materials to build or erect structures is not allowed.
- Vehicles may not be left on premises. Drop-off/Pick-up is during designated hours only.**
- All vendors selling water must have special permit issued by IAAFestival.
- Regulation 10x10 Tents Only.** Membership fee is based on 10' by 10' space. **OVERSIZED TENTS WILL NOT BE ACCOMMODATED**  
**Sankofa spaces are 6' by 8' only, No Tents. All spaces must allow for Social Distancing!!!!!!**  
Tents must be cleaned and closed daily (one hour before the Festival ends).
- Selling and playing music made by special arrangement only. See **Conditions of Agreement** on the back of this page.
- ALL VENDORS MUST PRODUCE VERIFICATION RECEIPTS WHEN ASKED BY IAAFESTIVAL STAFF OR RISK EXPULSION. All Food Vendors must communicate with IAAFestival Administrative Office prior to registration approval.**
- Application & fees must be hand-delivered to office or emailed ([vendors.iaafestival@gmail.com](mailto:vendors.iaafestival@gmail.com)) or post-marked by deadline.
- Payments are NON-REFUNDABLE. See Conditions of Agreement on the back of this page.
- NO CASH/Acceptable: CERTIFIED/CASHIER'S CHECKS & MONEY ORS, CASHAPP or ZELLE (info@iaafestival) only.**
- Make payable to: **International African Arts Festival** – P.O. Box 47-1730 Brooklyn, NY 11247

**2024's Regular Registration period -3/1/24 thru 5/15/24 - DEADLINE is MAY 15, 2024 THE FIELD IS AVAILABLE**

**Sankofa** (Limited spaces available) - **\$700;** Field- **\$875;** - Non-Field - **\$925;** Food - **\$1700;** (w/ required documents); Light Meals - **\$1175.** (w/ required documents); Icy Booths/Snacks **\$725;** **Not-For-Profit & CBOs: Spaces are on hold, if they become available** By Arrangement.

**Security Fee: - Paid w/ Blank P. O. Money Order ONLY - Food: \$350.; Craft: \$250.; Others: \$75.**

**13.**

**13. For Corporate Spaces, Please Contact the IAAFestival Office @ 718-638-6700 or [vendors.iaafestival@gmail.com](mailto:vendors.iaafestival@gmail.com)**

Prospective vendors must complete and return the original copy of this agreement with payments in full. **Incomplete forms will be returned**

Print Name \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For IAAF Office Use Only** Date: \_\_\_\_\_ Section: \_\_\_\_\_ Lot#: \_\_\_\_\_ Size: \_\_\_\_\_

HEADQUARTERS: 1360 Fulton Street Brooklyn, New York 11216, Suite # 401

MAILING ADDRESS: P.O. BOX 47-1730 Brooklyn, New York 11247

Phone: 718-638-6700; Email: [Vendors.IAAFestival@gmail.com](mailto:Vendors.IAAFestival@gmail.com)

[www.IAAFestival.org](http://www.IAAFestival.org) Facebook, Twitter, and Instagram: IAAFestival

# 2024 IAAFestival Vendor Membership Application

Rec#: \_\_\_\_\_ MO#: \_\_\_\_\_ IAAFestival Rep: \_\_\_\_\_

## CONDITIONS OF AGREEMENT

**All Vendors are required by Law to have Individual Insurance at the time of purchase of any Vendor Space within the IAAFestival Site. Failure to provide proof of coverage will result in disqualification from the 2024 event.**

The vendor membership application is subject to the following terms and conditions of this agreement herein. This agreement shall be for one year commencing the date signed on the reverse of this document.

**All vendors selling water must have special permit issued by IAAFestival.**

1. International African Arts Festival reserves the right to enter upon the premises at any time for the purpose of examining such premises, inspecting, furnishings and fixtures, operating methods, and ensure compliance with the rules and regulations comprised in this Agreement.

2. During the term of this Agreement, Member will not, without the consent in writing of the International African Arts Festival, Inc. sublease, mortgage, pledge, grant a security interest, otherwise assign as security, or else transfer assign security, or sell, transfer, assign, such as premises or any part thereof or any equipment, furnishings, or fixtures located thereon or any interest which the International African Arts Festival may have in any part thereof.

3. The privileges herein granted to Member contemplate the exhibition of goods or services at the International African Arts Festival, and other events sponsored by it during the membership year, and the rights herein granted shall not be applied or extended, directly or indirectly, or any other business or enterprise without the express consent in writing of the International African Arts Festival. This agreement contains the entire agreement of the parties and no representations, inducement, promises, or agreements, oral or otherwise, between the parties not embodied herein shall be of any force or effect. No failure of the International African Arts Festival to exercise any power given hereunder, or insist upon strict compliance by the member of any obligation hereunder, and no custom or practice of the parties at variance with the terms hereof shall constitute a waiver of International African Arts Festival's right to demonstrate exact compliance with the terms hereof. The International African Arts Festival and Member are not and shall not be considered as joint ventures, partners, or one as agent of the other, and neither shall have the power to bind or obligate the other except as set forth in this agreement.

4. The interest of the Member in this agreement is personal and shall not be assigned, transferred, shared or divided, in any manner by the Member.

5. **Registration Certificate, Insurance and all other required documents must be submitted prior to registration approval. Vendors are also required to provide two passport size photos as well as a picture of items being sold at IAAFestival.**

6. Member shall not create, design or sell any souvenir item affixed with International African Arts Festival's name or logo.

7. **NO Construction!** The use of wood/heavy materials to build or erect structures is strictly forbidden. Electricity will be available in limited locations otherwise it is the member's responsibility.

8. The International African Arts Festival shall have the right to photograph such exhibition space to use any such photographs in any of its publicity or advertising, and member shall cooperate in securing such photographs and consent of person's pictures. Member shall forever protect and keep the International African Arts Festival harmless and indemnify licensor against any form and all claims, demands, losses, costs, damage suit, judgment, penalties, expenses, and liabilities of any kind or nature whatsoever arising directly or indirectly out of or in connection with the operation of its exhibit space.

9. **Member shall conduct business and maintain such premises in strict compliance with all applicable laws, ordinances, regulations, and other requirements or any federal, state, county, municipal, or other government and will obtain all necessary permits, licenses, or other consents for the operation of his/her business. Members shall conduct themselves professionally & respectfully towards fellow vendors, Festival staff & patrons.**

10. The Member shall at all times maintain the interior and exterior of the exhibition space and surrounding premises used in connection with such business in the highest degree of cleanliness and orderliness. The Member shall construct and repair the exterior and interior of his/her exhibition space at his own expense. Members must remain within designated spaces.

11. If the Member shall neglect or fail to perform or observe any of the covenants of the International African Arts Festival, and if condition is not remedied to the satisfaction of the International African Arts Festival, it may terminate this agreement and all rights of the Member hereunder shall cease and forfeit Security Fee.

12. Cancellations made thirty (30) days or more prior to the event will entitle Member to a refund of all monies paid, less a \$300 non-refundable deposit. No money will be refunded on cancellations made less than 30 days in advance. All cancellations and/or request for refunds must be submitted in writing.

13. **Illegal selling or playing of music will terminate this agreement and all rights of the Member hereunder shall cease and forfeit Security Fee. International African Arts Festival has the right to shutdown Member and have items removed.**

14. The Festival is a "Rain or Shine" event. There will be no refunds due to weather conditions.

**I have read, understand and agree with the above information.** Signature: \_\_\_\_\_