



AFRIKAN FAMILY DAY
c/o Youth-Community Outreach Program
P.O. Box 1183
Mount Vernon, New York 10550-1183
Tel.: (914) 837-5769
Email: apisces42@aol.com

Afrikan Family Day and Scholarship Festival
Sunday, July 12, 2009 , 1:00 pm - 9:00 pm
E. Sandford Boulevard & Garden Avenue, Mount Vernon, New York 10550

Rain or Shine
FREE TO THE PUBLIC

Dear Vendor:

The organizers of Mount Vernon, NY's **Afrikan Family Day and Scholarship Festival** would like to invite you to participate as a vendor at our Twenty-Third Annual Festival held on **Sunday, July 12, 2009**. The theme for this year is: **Honoring the Family, Uplifting the Community**. The Festival's mission is to celebrate the significant contributions to local, regional, national and world culture made by African-Americans. Co-sponsored by The City of Mount Vernon, NY and The Westchester County Executive's Office of African American Affairs, the event is free to the public, and attracted about 2,000 – 3,000 visitors last year.

Enclosed you will find a vendor application. Please read through the application carefully and complete all parts to secure your space. Only applications accompanied by the following will be considered:

- A signed agreement
- A completed application
- A certified check or money order for the full value of a space

We want your experience with us to be positive and memorable. We will have festival ambassadors on site to support you throughout the day. The event will be publicized throughout the County of Westchester. The deadline for applications is **July 1st, 2009**. Space is limited and applications will be honored in the order that they are received. Approved vendors will be notified promptly.

Please contact us for more information, by phone or by e-mail:

Allen Ayers, Jr. – (914) 837-5769 or apisces42@aol.com
Donna M. Jackson (914) 843-0228 or artreps@gmail.com

Sincerely,

Allen Ayers, Jr.
Director, Youth-Community Outreach Program

Donna M. Jackson
Afrikan Family Day Coordinator



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VENDOR APPLICATION

Date: Sunday, July 12, 2009

1:00pm – 9:00 PM Rain or Shine

PLEASE FILL OUT A BOX BELOW:

<p>NON - PROFIT TABLE ___\$FREE</p> <p>Organization Name: _____</p>	<p>FOOD VENDOR</p> <p>\$100.00 per space X _____ Spaces = \$ _____</p> <p>Food Type: _____</p>
<p>FOR-PROFIT EDUCATIONAL AND SERVICE ORGANIZATIONS</p> <p>\$75.00 per space X _____ Spaces = \$ _____</p> <p>Service Type: _____</p>	<p>CRAFT VENDOR</p> <p>\$75.00 per space X _____ Spaces = \$ _____</p> <p>Craft Type: _____</p>

All vendor spaces are 10' x 10'. Vendors may purchase 1 or 2 spaces.

Vendors may also take out ad space in the official festival program at reduced rates. Contact us for details.

FOOD VENDORS ONLY:

ABC/ and/or Dept. of Health Certificate # (*s) _____

ABC/Department of Health certificates must be displayed at all times during the festival. Photocopies of certificates should be mailed to the Youth-Community Outreach Program with completed applications and payments.

COOKING ONSITE? Yes _____ No _____

If bringing propane, how much? _____

(Information is to ensure compliance with NY Fire Dept. regulations.)

VENDOR NAME: _____

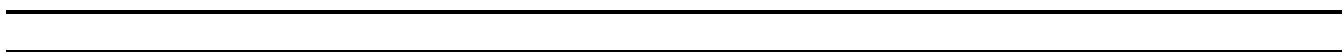
CONTACT PERSON: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP _____

DAY PHONE _____ EVE PHONE _____

EMAIL _____



VENDOR AGREEMENT

DISPLAYS & CLEAN-UP: The City of Mount Vernon, NY Dept. of Parks and Recreation prohibits the use of staked tents in Memorial Field. Displays must be attended at all times, kept in good taste, maintained, and cleaned up completely at the conclusion of the festival. Vendors must provide their own trash bags and are responsible for removal and disposal of refuse.

PARKING: Except for authorized vehicles, no vehicles will be permitted to remain on park grounds during the festival. **Only one vehicle per vendor will be permitted to enter the park for Load-In from 7:00 am – 10:00 am.** Unauthorized vehicles will receive a summons and be towed at the owner's expense.

SET-UP: Memorial Field will open at 7:00 AM for vendor set up. Vendors will cue up on Garden Avenue and East Sandford Boulevard. Under the direction of Park Supervisors, vendors will enter the park at the Garden Avenue entrance. Unloading must be completed **no later than 10:00 AM**. As soon as the vehicle is unloaded, it must be removed to the designated off-site vendor parking area in the Municipal Parking Lot adjacent to Memorial Field. Exiting vendor vehicles will be directed by Parks personnel to the exit at Garden Ave. Vendors should be prepared to sell from 1:00 PM until 8:00 PM.

BREAK-DOWN: No vendor vehicle will be permitted to re-enter the park for breakdown until the site has been completely disassembled and is ready to be loaded into the vehicle. Parks Supervisors will confirm readiness before a vehicle is allowed to re-enter. Vehicles must depart the park immediately upon packing (as directed by Parks personnel). **All items removed from the park by 10:00PM.**

VENDOR SALES:

Preference will be given to vendors selling hand-crafted (non-manufactured) items. Native American vendors who would like to demonstrate a craft are encouraged to participate. No sale of food or beverages is permitted at craft tables. **Alcoholic beverages are not permitted in the park.** Mount Vernon Department of Parks and Recreation provide trash cans for customer debris only. Use of grease, oil and charcoal must be kept to a minimum and controlled. **All fires must be extinguished thoroughly and vendors must remove all used material and debris from the park premises. Dumping of any substance is illegal.** If a food vendor intends to use propane, the amount of propane being brought on-site must be specified in the vendor application.

DAMAGES TO PROPERTY: Vendor vehicles must remain on paved paths at all times. Damage, caused by vendors, to trees, lawns or any other Parks property will result in fines.

VIOLATIONS: Any applicant who violates **any** of the terms and conditions of this application may lose the privilege of participating in the event, without refund, and may be subject to summons or fines (or both) in accordance with the regulations of the City of Mount Vernon and its Department of Parks and Recreation.

LIABILITY: All vendors must be in compliance with New York State tax and Department of Health regulations, and will be required to show proof of such compliance.

VENDOR BOOTH PAYMENT: Certified Checks and/or Money Orders should be made payable to **Youth Community Outreach Program (Y-COP)**. All payments must be made in U.S. currency. Approved vendor payments are non-refundable.

Acknowledged and Agreed

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Vendor Signature: _____

Signature: _____

Afrikan Family Day Festival Representative

Vendor Name (please print) _____

Please return this form and full payment by the July 1, 2009 Deadline to:

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