

2023



Pan Afrikan Festival

Vendor Handbook

A.B.O.V.E.
Pan Afrikan Festival
Vendor Handbook Festival Rules and Regulations

Note: Please read the entire handbook!

Dear Potential Vendors,

A.B.O.V.E. is anxiously awaiting its 14th annual Pan Afrikan festival (formerly Afrikan American festival)!!! **The festival is to be held on Saturday, August 5, 2023 at the Highland Bowl Park from 11am to 8pm.**

Vendors will have assigned spaces based on the order in which the applications arrive in our office. We hope to attract a wide assortment of vendors, including food, snacks, ice cream, art, crafts, literature and wearable items. There will be lots of entertainment (including, music, dancing, African art and fun activities for kids).









Please find enclosed an application and more information about the event. Checks for the vendor booths should be made payable to: A.B.O.V.E. You can email applications to sales@panaffestival.org or mail to P.O. Box 1236, Webster, NY 14580. Applications can also be downloaded from our website at panaffestival.org.

Thank you in advance for your participation and support. We look forward to seeing you on August 5th!!!

Contact Information:

<http://panaffestival.org>
<https://www.facebook.com/ROCPAFEST/>
Mailing Address:
A.B.O.V.E.
P.O. Box 1236
Webster, NY 14580

Vendor Application Checklist

-  Read Vendor Handbook in its entirety
-  Complete, sign and return the PAF Vendor Application before the deadline
-  All Vendors: must comply with the Guidelines laid out in the Rules and Regulations portion of this document
-  Food Vendors: Must complete the Temporary Food Permit Application and comply with all requirements of the Monroe County Health Department
-  Pay online at: <https://panaffestival.org/vendors>
-  Please make all checks payable to: A.B.O.V.E., Inc.
-  P.O. Box 1236
-  Webster, NY 14580

2023 Pan Afrikan Festival Vendor Application Fees and Deadlines:

Type	Description	Vendor Fee Early Bird – 1/1/23 – 2/28/23 Standard – 3/1/23 – 5/30/23 Late – 6/1/23 – 7/15/23
Food	cooked meats, entrees/ Dinners etc.	Early Bird - \$350.00 Standard - \$400.00 Late - \$500.00
Snacks	Ice cream, Slushies, fried dough, desserts, etc.	Early Bird - \$250.00 Standard - \$300.00 Late - \$400.00
Merchandise	gifts, t-shirts, clothes, art, jewelry etc.	Early Bird - \$150.00 Standard - \$200.00 Late - \$300.00
Service	hair, nails, lashes, massages, etc.	Early Bird - \$150.00 Standard - \$200.00 Late - \$300.00
Walking	flowers, periodicals, toys, etc.	Early Bird - \$100.00 Standard - \$150.00 Late - \$250.00
Books	including magazines	Early Bird - \$50.00 Standard - \$75.00 Late - \$100.00
Information	Distribution of info only. No sales!	Early Bird - \$60.00 Standard - \$70.00 Late - \$80.00

A.B.O.V.E

(Achieving & Bringing Our Vision to Excellence)

Vendor information/Terms & Conditions

If you would like to participate in A.B.O.V.E.'s Pan Afrikan Festival as a vendor, please read the following guidelines carefully, complete and **return the application by the deadline (please see attached price list and dates)**. **All applications must be emailed, mailed or hand delivered to A.B.O.V.E. or one of its staff persons. No applications will be accepted or considered without a deposit or full payment.**

1. Please see attached price list for participating fees. All payments are non-refundable **(rejected applications will receive a full refund)**.
2. A half **deposit is due at the time of the application** and the **balance** must be submitted **no later than the deadline (PLEASE SEE PRICE LIST)**. Please see Vendor Price list for additional dates/deadlines.
3. All checks should be made payable to A.B.O.V.E. and can be mailed to P.O. Box 1236, Webster, NY 14580 (there is a \$35.00 fee for all returned checks).
4. Monroe County Health Department requires that all food vendors provide a health permit which must be displayed at the festival. Failure to comply will result in A.B.O.V.E. cancelling the contract and there will be no refund.
5. Each vendor will be fully responsible for all equipment pertaining to the preparation, sale and/or service of all items sold (ice, refrigeration, paper or plastic wear, grill, cooking utensils etc.).
6. **ALL SALES VENDORS** are required to disclose all items being sold. Failure to do so will result in rejection of your application. Sales of items that haven't been disclosed will result in cancellation of your contract. At that time, you will be required to close your booth. **NO REFUND WILL BE ISSUED.**
7. Each vendor is allowed to bring One 10 x 10 tent, one 6ft long table and 2 chairs. All vendors are fully responsible for providing their own additional materials for the booth space, such as, generators, signage, extension cords, etc.
8. Each Vendor is fully responsible for the set-up, clean-up and take-down of his/her own tent and area. Set-up will begin at 8 am and no later than 10 am and clean-up and break-down no earlier than 7:00pm and no later than 9:00pm.
9. All vendors must at all times adhere to the Monroe County/Monroe County Health Department safety guidelines. All food vendors must have (and display) an ABC fire extinguisher.
10. All vendors are required to provide A.B.O.V.E. with a list of his/her staff, not to exceed 5 employees at a time. Names of all staff members and/or employees must be submitted 2 weeks prior to the event.

General Information

1. **Each tent stand must measure 10'x10'. Tents, Tables and chairs will NOT be provided**
2. Assignments will be made by A.B.O.V.E. on a first come, first serve basis. Booth spaces may be requested by location but are not guaranteed.
3. Acceptance/rejection letters will be mailed upon receipt of application. Confirmation packets, which will include space assignments, additional information and parking instructions, will be mailed the week of July 1, 2023.
4. No refunds will be made once an application is accepted. Rejected applications will receive a full refund.
5. Copy of health permit and valid insurance must be submitted with all applications
6. **A.B.O.V.E. Pan Afrikan festival will be held Rain or Shine! Please plan accordingly!**

Frequently Asked Questions

What are the festival times?

The festival times are from 11am to 8pm.

Where is the Pan Afrikan festival located?

The Highland Bowl on 1137 South Avenue, Rochester, NY 14620

How do I get there?

<https://goo.gl/maps/uWkA7PuFPcRoDoHa9>

Where can I park?

There are approximately 200 FREE parking spaces available in the Highland Hospital Professional building.

What is the cost of the festival?

The festival is free and open to the public.

What is the cost of VIP?

VIP is \$30 pp.

What is included in VIP?

Tent coverage, premier seating, food and 2 drink tickets.

Will the event cancel if it rains?

No. The event will continue rain or shine.

Are credit cards accepted at the festival?

Some vendors accept cards and some do not. We strongly advise that you plan accordingly and/or bring cash.

What is the purpose of the festival?

The Pan Afrikan festival is a celebration of culture and heritage for individuals of the African Diaspora through music, art, dance, spoken word, food and education.

Are children allowed?

Yes! Children of all ages are welcome. This is a family oriented event and includes lots of fun activities for children, including inflatables, video gaming truck and family reading tent.

Can we bring our own coolers/food/beverages?

NO! There will be no coolers, food or beverages allowed in the park and this rule will be strictly enforced. There will be food and beverages available for purchase.

Can we bring chairs?

Yes, we encourage you to bring your own chairs.

Can we bring pets?

NO! We understand the difficulty of leaving our furry friends at home; however, for the safety and security of our community, pets are not allowed at the Pan Afrikan Festival and this rule will be strictly enforced.

What is the lineup and time of performances?

For full lineup and times of performances, please visit the festival events page at: <https://panaffestival.org/festivalevents>.

Are there food vendors?

Yes.

Will there be alcohol at this festival?

Yes, there will be a beer and wine garden and a separate bar in VIP.

Will there be security at the festival?

Yes. All Security is licensed, bonded and insured.

Links

Monroe County Food Protection Information:

<https://www.monroecounty.gov/eh-food>

Temporary Food Permit Application:

<https://www.monroecounty.gov/files/health/eh/food/2020%20REVISED%20TEMPORARY%20FOOD%20APPCN%20.pdf>