

# Annual Malcolm X Festival

## Vendor Guidelines

- Set up begins Saturday, the first morning of the festival. Booth breakdown must be completed by no later than Sunday evening at 8 pm.
- All vending space payments are final. No refunds. Full payment is required to reserve a space in advance. **This event will be held rain or shine.**
- As an on-line pre-registered vendor, you will be able to select your booth space, **first-come-first-serve**, space on-site, the first morning of the festival, starting at 8 am.
- All vendors selling directly from a truck, trailer, van or bus will be parked on Oak Street. **Your set-up time will be delayed until 10 am**, to allow other vendors ample access into the park.
- Food/beverage vendors will be located along the Oak Street side of the park.
- **Registration is for two-days. No day-by-day payment option. No one-day option.**
- The **Early Bird** on-line payments **ends one week** before the first day of the festival. A \$50.00 late registration fee will be added to all vending fees after midnight, the Saturday before the festival starts. All on-line registration ends the Thursday before the festival starts. Limited spaces - not located in the prime areas - will be available for full cash or 'CashApp' payment on-site, the first day of the event.
- Booth spaces measure approximately 10 ft X 10 ft. We do not provide the tent, table, fans, chairs or electricity.
- All food tents must have one 2-A type Fire Extinguisher.
- All vehicles must be removed immediately following unloading, on the Oak Street side of the park, in compliance with the City of Atlanta ordinances. Towed vehicles will be at the owner's expense.
- **Non-Food** booth – *nothing eatable or drinkable* - **Early Bird** fee is **\$300.00** (includes one vehicle off street parking, all required city & county permits, sanitation crew, porta-pottie rental, Atlanta Police, stage rental, overnight security & performers).
- **Beverage** booth **Early Bird** fee is **\$400.00** (includes one vehicle off street parking, all required city & county permits, sanitation crew, porta-pottie rental, Atlanta Police, stage rental, overnight security & performers). **No sales of alcohol, straight or mixed, is permitted.**

- **Food** booth *Early Bird* fee is **\$500.00** (includes one vehicle off street parking, all required city & county permits, , sanitation crew, porta-pottie rental, Atlanta Police, stage rental, overnight security & performers). *No sales of alcohol, straight or mixed, is permitted.*
- Vendors participate at their own risk and take full responsibility for all of their products and equipment; personal safety; damaged, lost or missing merchandise. The organizers are not liable in any way.
- Each vendor sells their food, crafts, etc., at their own risk. If insurance is desired, it must be arranged and purchased by the vendor.
- **No roaming vendors are allowed.**
- No loud music or microphones allowed from any booth without approval from the event's organizer. Violators will be removed without a refund.
- Failure to leave your booth area clean following breakdown on Sunday will result in an additional \$50.00 fee.

