

Annual Malcolm X Festival

Vendor Guidelines

May 20 - 21, 2023

West End Park, Atlanta, GA

- Set up begins the morning of Saturday, May 20th, at 8 am. Breakdown completed by Sunday evening, on May 21st, at 8 pm.
- All vending space payments are final. No refunds. Full payment is required to reserve a space. This event will be held rain or shine.
- *Registration is for two-days. No day-by-day payment option. No one-day option.*
- Booth spaces measure approximately 10 ft X 10 ft. We do not provide the tent, table, fans, chairs or electricity.
- All tents must have one 2-A type Fire Extinguisher.
- All vehicles must be removed from the festival area immediately following unloading in compliance with the City of Atlanta ordinances. Towed vehicles will be at the owner's expense.
- **Non-Food** booth - *nothing eatable or drinkable* - fee is **\$300.00** (includes one vehicle off street parking, all required city & county permits, sanitation, Atlanta Police, stage & performers).
- **Beverage** booth fee is **\$400** (includes one vehicle off street parking, all required city & county permits, sanitation, Atlanta Police, stage & performers).
- **Food Booth** fee is **\$500.00** (includes one vehicle off street parking, all required city & county permits, sanitation, Atlanta Police, stage & performers). No other license is required however; all food vendors must set up in keeping with Fulton County requirements. All Food booths must have one 2-A type Fire Extinguisher, and if "Deep Frying", a Class K Fire Extinguisher is required. All grease must be properly disposed of or vendor will be immediately ejected from the event.

- A **\$50.00** late registration fee will be added **after Midnight on Thursday 5/18/2023**.
- 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.