



31st Annual Kunta Kinte Heritage Festival Food Vendor Application

Saturday, September 25, 2021, 10:00am - 7:00pm
Susan Campbell Park - Annapolis City Dock
Dock Street, Annapolis, MD 21401
Free Admission

Food Vendor Contacts :

Chairperson: Carolyn Young - carolynkuntakintefest@gmail.com
Co-Chairperson: Danielle Young - daniellekuntakinteheritagefest@gmail.com

Important Dates:

August 31, 2021 – Final application deadline: Payment and proof of insurance due!

August 31, 2021 – Proof of health department food permit due!

Anne Arundel County Health Department - 410-222-0056

Space Fees:

- For the fee, the festival will provide a 10' X 10' space. Vendors must provide their own tent and table. Chairs can be rented for a fee of \$10 for per 2 chairs. Electricity fee is an additional \$50 per 2 outlets (15 amps) and is due upon notification of acceptance.

- There are two types of vendors: Entree & Snack depending upon what type of item you sell:

ENTRÉE FEE
Regular: \$350

SWEETS & SNACKS FEE
Regular Fee: \$225

Space Information:

Water - Running water is available on the grounds at no charge.

Electricity - Use of electricity may be purchased at \$50 per 2 outlets (15 amps).

Grease - Bins will be provided for vendors who use fryers. Vendors must dump their own grease in bins.

Grey Water- Bins will be provided for dumping grey water. Vendors must dump their own grey water in bins. GREY WATER MAY NOT BE DUMPED IN DRAINS, ON GROUNDS, IN THE BAY, OR IN PORTABLE RESTROOMS!

Beverages - Vendors may not sell beverages (water, juice, soda). The Festival reserves the right to sell all beverages. **NO EXCEPTIONS!**

- All vendors are required to have their booths open during the Festival hours of 10:00am- 7:00pm. Vendors must have sufficient staff to prevent long lines and customer dissatisfaction. AT 7:00 PM, ALL SALES MUST CEASE AND BREAKDOWN MUST COMMENCE!

- No music or other audio should be played by food vendors during festival hours.

- All cooking oils and trash must be removed from the festival grounds. Receptacles will be provided for

trash and used cooking oil. Don't forget to bring tarp or other non-porous covering for your area and come prepared for inclement weather.

- The Festival Committee reserves the right to make all final decisions regarding acceptance and placement on the festival grounds. The committee also reserves the right to remove any exhibitor who does not adhere to the rules and regulations as set forth in these guidelines.

Parking:

- Vendors must arrive at the festival grounds between 6:00am - 8:00am to setup. Cars must be cleared from festival grounds by 9:30am and cars will *not* be allowed on festival grounds after 9:30am.

- Parking near festival grounds is limited and available first come, first serve. Free parking will be available at the Calvert Street Garage, which is located at 19 St. Johns St, Annapolis, MD 21401. A shuttle service will be provided to assist with return to festival grounds.

Vendor Requirements:

- Food vendors must accompany their food and have a current Maryland tax number, an Anne Arundel County Health permit, and a vendor's license, which must be visible at all times! All vendors must have a minimum of \$300,000 insurance. A COPY OF THE INSURANCE DECLARATION PAGE MUST ACCOMPANY THE APPLICATION. ACCEPTANCE WILL NOT BE CONSIDERED WITHOUT PROOF OF INSURANCE. The food committee reserves the right to approve/disapprove displays, booths, or sale of items prior to or on the day of the event. If vendor is forced to close due to lack of permit or license, Kunta Kinte Celebrations, Inc will not be held liable and no refunds will be issued.

Acceptance/Cancellations:

- Notification of acceptance will be emailed based on the information provided. Space will be allocated on a first come, first serve basis after FULL PAYMENT has been received. Remember that SPACE IS LIMITED!

- Cancellations must be in writing and received by the Festival chair before September 1, 2021 to qualify for a 75% refund of fees. All cancellations received after September 1, 2021 will forfeit reimbursement.

Application Procedure:

A complete application includes a completed and signed application form, enclosed menu description with pricing, enclosed declaration page and insurance information with full payment for space/fees. Make check/money order payable to Kunta Kinte Celebrations, Inc.

Submit your application by email: Send completed application to:
carolynkuntakintefest@gmail.com, copy kuntakintecelibrations@gmail.com.

To pay electronically, please indicate such on the application and we will send you a Square invoice.

Submit your application by mail: Complete application, enclose additional information, and mail to:
Kunta Kinte Celebrations, Inc. , c/o Carolyn Young
25 Silopanna Road, Annapolis, MD 21403

MAIL CHECKS/MONEY ORDERS WITH THIS APPLICATION. PLEASE PRINT LEGIBLY.

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Company/Vendor Name: _____

Contact Person: _____

Email: _____ **Telephone:** _____

Address: _____

City, State, Zip Code: _____

Social Media: _____

Insurance Company: _____

Policy/ Binder Number: _____

(Declaration page must be submitted with this application!)

Type of food (brief description): _____

<u>Items</u>	<u>Price</u>	<u>Apparatus Used</u>

Number of people staffing the booth: _____ **Do you have a stall/trailer?** ___Yes ___No

If yes, Length: ____ ft. **Depth:** ____ ft. **Height:** ____ ft.

	<u>Regular</u>	<u>Quantity</u>	
10' x 10' Entree Fee	\$350		
10' x 10' Snack Fee	\$225		
Banner Advertisement on Live Stream Site	\$50		
Chairs (2)	\$10		
Electricity*	\$50		
TOTAL			\$

*Demonstration purposes only - per 2 outlets, 15 amps

_____ **Pay with Credit/Debit Card (Electronically - \$6 Fee)**

_____ **Pay with Check/Money Order**

I/We the undersigned, being the authorized representative(s) of the company listed on this application, do obligate the aforementioned company to participate in the 2021 Kunta Kinte Heritage Festival and agree to all conditions as stated on this application.

Signature: _____ **Date:** _____