



# Africa In April Cultural Awareness Festival, Inc.

P. O. Box 111261 Memphis, Tennessee 38111

(901) 947-2133 office , (901) 315-7508

www.africainapril.org [aiafest@bellsouth.net](mailto:aiafest@bellsouth.net)

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To: Prospective Concessionaires

From: David L. Acey, Sr., Executive Director  
**Vern Smith, Food Vendor Coordinator (901-406-6783)**

Subject: Concession Application

Date: November 26, 2022

**Honored Country: THE REPUBLIC OF Rwanda**

Dear Concessionaire (s):

I am enclosing a Concessionaire Application for the 36th Annual Africa In April Cultural Awareness Festival, Inc., April 19 - 23, 2023 (Wednesday, Thursday, Friday, Saturday, & Sunday). **Please complete the enclosed application and return with your fee by March 5, 2023** for consideration in Africa In April Festival 2023. **Applications received after the deadline will not be considered.**

**Africa In April Festival 2023 will take place at Robert R. Church Park, Beale at Fourth St., in the internationally famous Beale Street Historic District as follows:**

**Thursday: April 20, 2023 (Vendor's Set Up Day, Vendors Only)**

**Friday: April 21, 2023, 8:00am - 8:00pm**

**Saturday: April 22, 2023, 8:00am - 10:00pm**

**Sunday: April 23, 2023, 8:00am 9:00pm**

Complete the enclosed application immediately and forward to the Africa In April office. Submitting your applications will not necessarily assure participation. **Selected concessionaires will be based on available space, uniqueness, quality and prior Vendor experience. Decisions regarding participation are final.** Please review the rules, regulations, and criteria carefully governing Africa In April Festival 2023 before submission.

If you have questions, contact Vern Smith at ((901-406-6783) or David L. Acey, Sr. (O) 901.947.2133, 901 315-7508

Enclosure: AIA 2022 Vendor Applications

1234 Mississippi Boulevard ~ Memphis, Tennessee 38106

## **TERMS OF AGREEMENT**

### **1. Location:**

Beale Street at Robert R. Church Park, Downtown Memphis, Tennessee 38103

### **2. Dates:**

**Vendor set up date is Thursday, April 20, 2023. (Vendors Only**

Friday, April 22, 2022 thru Sunday, April 24, 2022. Hours of operation: Friday and Saturday 8:00a.m. to 10: PM. Sunday 8:00am to 9:00pm.

### **3. Booth Rental:**

- **Booth Fee is \$125.00 per foot (Front Footage) + A \$35.00 Health Permit Fee Required.** Concessionaires selected will be based on available space, uniqueness, quality and experience. All decisions made regarding participation **ARE FINAL**.
- Booth assignments and vendor badges will be issued at the time of set-up. NO vendor will be allowed to set-up without credentials. Each vendor must show a valid driver's license or other valid government identification in order to pick up badges.
- Once accepted you will be required to pay your full vendor amount by **March 5, 2023**. If this payment is not received, another vendor will be offered this space. (**NO EXCEPTIONS**).
- **No space shall be subleased to another vendor.**

### **5. Insurance:**

Africa In April Concessionaires are required to have liability insurance with a **\$500,000.00 minimum coverage**. Your insurance agent should be able to take care of this for you from your existing policy. **This Certificate of Insurance from your agent should name the Africa In April Cultural Awareness Festival, Inc., Shelby County Government and the City of Memphis** as additional insured. **Africa In April will need a copy of this Certificate on or before Sunday, March 19, 2023.**

### **6. Permit/Taxes/Licenses:**

- Vendors are responsible for all tax liability and licenses as required by the City of Memphis, Shelby County Government, and the State of Tennessee.
- **Concessionaires must obtain the necessary City of Memphis, Shelby County Health Permits, and Tax Licenses. Please Contact Vern Smith, Food Coordinator (901-406-6783) for specific details.**

### **7. Complimentary Meals:**

- All food vendors are required to provide **\$200.00** worth of complimentary food/menu items during the festival for security/law enforcement personnel.
- Food Vendors not complying with this assessment fee (\$200.00) will be required to pay the difference before the closing of the FESTIVAL (Sunday, 4-23-22).
- Redeemable food tickets will be distributed to staff and security/law enforcement during the festival. **NO EXCEPTIONS.**

## 8. Menu Display:

All participating food vendors should display professional menu boards specifying menu items and prices. Menu boards should be displayed at all times. No changes to menu boards will be allowed without prior permission from Africa In April. Africa In April reserves the right to specify items, brands, portions, and sizes that may be sold by vendors.

## 9. Non-food items:

- Food vendors will not be allowed to sell any alcohol beverages or non-food items. The Use of the “Africa In April Cultural Awareness Festival, Inc.” name, logo, likeness or any other variation thereof, on any signage, T-shirts, printed materials, etc., will not be permitted.
- All food vendors interested in participating in the 2023 Africa In April Cultural Awareness Festival, Inc. are required to submit a completed applications form, a proposed priced menu and a current photograph or layout of their site by the application deadline.
- All food vendors are required to maintain a clean, safe, and sanitary operating environment at all times. After the Festival has ended, vendors are required to clean thoroughly their assigned space, dispose of trash, and prepare their site for final / closing inspection.

**Cashier's Check or Money Order Should be Payable to:**

**David L. Acey, Sr. /Africa In April**

**P.O. Box 111261**

**Memphis, Tennessee 38111**

Signature\_\_\_\_\_

David L. Acey, Sr., Executive Director

or

Yvonne B. Acey, Associate Director

Date: \_\_\_\_\_

Vendor's Signature\_\_\_\_\_

Date: \_\_\_\_\_

**2023 AFRICA IN APRIL CULTURAL AWARENESS FESTIVAL, INC.**  
**FOOD Vendor's APPLICATION**

**Please type or print legibly. Please read the accompanying documents before completing application.**

**COMPANY:**

\_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**CONTACT:** \_\_\_\_\_

**PHONE: DAY** \_\_\_\_\_ **EVENING** \_\_\_\_\_

**OFFICE** \_\_\_\_\_ **CELL** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**PROPOSED MENU ITEMS AND PRICING:**

1. \_\_\_\_\_ \$ \_\_\_\_\_

2. \_\_\_\_\_ \$ \_\_\_\_\_

3. \_\_\_\_\_ \$ \_\_\_\_\_

4. \_\_\_\_\_ \$ \_\_\_\_\_

5. \_\_\_\_\_ \$ \_\_\_\_\_

6. \_\_\_\_\_ \$ \_\_\_\_\_

7. \_\_\_\_\_ \$ \_\_\_\_\_

8. \_\_\_\_\_ \$ \_\_\_\_\_

9. \_\_\_\_\_ \$ \_\_\_\_\_

10. \_\_\_\_\_ \$ \_\_\_\_\_

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## **AFRICA IN APRIL 2023**

### **IMPORTANT POINTS TO REMEMBER**

Below is a list of important points that you should consider in order to participate in the AIA Festival 2023:

1. Completed applications are due by **March 5, 2023** in order to determine the number of participating Festival Vendors.
2. **When this application process has been completed and approved, the entire balance is due by March 19, 2023 (NO EXCEPTIONS).**
3. Proof of insurance must be submitted to the office upon receipt of deposit.
4. All participating food vendors will be required to provide up to but not exceeding **\$200.00** worth of complimentary meals/menu items to security/law enforcement personnel per event.

Thanks for your participation and cooperation.

David L. Acey, Sr. Executive Director

Yvonne B. Acey, Associate Director

**\*\*\*\*\*DISCLAIMER\*\*\*\*\***

I, \_\_\_\_\_ agree that the Africa In April Cultural Awareness Festival, Inc. nor the City of Memphis and Shelby County Government, shall not be held responsible for any loss, damage, injury, or liability to the named party, its staff, guests, customers and any other person using the premises under this agreement, or to their property for any cause or reason whatsoever.

To the fullest extent permitted by law, the above named party agrees to hold harmless the Africa In April Cultural Awareness Festival, Inc. nor the City of Memphis and Shelby County Government, its agents, and employees against any and all claims, suits, and demands, liabilities and damages, including attorney's fees and litigation costs, expenses, resulting from or arising in connection with, or incidental to, the above named party's use of the premises and/ or facilities, as described within.