



Vendor Application

Event Dates: September 21-22, 2024

Event Address: Gypsy Hill Park Bandstand, 1 Churchville Ave.,
Staunton, VA 24401

Contact us: (540) 836-9943 or afestival2010@yahoo.com

Email Address

Organization or Company Name

First and Last Name

Daytime Phone Number

Mailing Address

What days will you set up at the festival?

Day 1 – September 21, Noon to 6 p.m.

Day 2 – September 22, Noon to 6 p.m.

Both Days

Vendor Type

Arts, Crafts and Retail Vendors (go to page 2)

Food Vendors (skip to page 3)

Political Organization (skip to page 4)

Arts, Crafts & Retail Vendor Information

The registration fee for arts, crafts and retail vendors is \$150, which includes a city-imposed fee for vendors selling goods at festivals. You will be provided with a 12 x 12 space to set up your own table, pop-up tent and chairs. The festival does not provide tables and chairs. You may also bring your own display stand as long as it fits into the allotted 12 x 12 space.

Vendors should carefully review the festival's Vendor Rules and Regulations on page 5 before completing registration and submitting the Indemnity Bond & Hold Harmless Agreement on page 6.

Do you need electrical service? (110 v 15 amp)

Yes

No

Please describe what craft or activity you plan to offer at the festival.

Do you plan to bring your own display stand?

No

Yes, and it will fit in the 12x12 area provided.

Yes, but it will require more space than the 12x12 area provided.

Food Vendor Information

The registration fee for food vendors is \$200, which includes a city-imposed fee for vendors selling goods at festivals. You will be provided with a 12 x 12 space to set up your own table, pop-up tent and chairs if needed. The festival does not provide tables and chairs.

If you have a food trailer/truck, we will assign you a space and arrange the placement of your food trailer/truck. You may bring your own food display stand if it fits into the allotted space. If your stand and accessories, such as tables, cookers, and chairs, take up more than the allotted 12x12 space, an additional fee will be charged at \$25.00 per extra 12 x 12 space.

Fees are required at the time of your application. Vendors should carefully review the festival's Vendor Rules and Regulations on page 5 before completing registration and submitting the Indemnity Bond & Hold Harmless Agreement on page 6.

Food vendors must complete a temporary food permit application and return it to the Staunton-Augusta Health Dept. Office, 1414 N. Augusta St., P.O. Box 2126, Staunton, VA. 24402, with the appropriate application fee. **This process must be completed by August 1, 2024.*

Please describe the type of food you plan to sell at the festival.

Do you need electrical service? (110 v 15 amp)

Yes

No

Are you planning to bring your own food trailer/truck? If yes, what is the size of the vehicle?

Yes — Vehicle size? _____

No

Political Organizations

The registration fee for political organizations is \$150. You will be provided with a 12 x 12 space to set up your own table, tent and chairs. The festival does not provide tables and chairs. Please carefully review the festival's Vendor Rules and Regulations on page 5 before completing a registration and submitting the Indemnity Bond & Hold Harmless Agreement on page 6.

Please describe the type of display or activity you plan to offer at the festival.

Fees, Rules & Agreements

Please review the information below and provide the necessary documents to complete your registration.

Your vendor registration fee must be received no later than Aug. 1, 2024. Fees are as follows:

- Food: \$200
- Arts, Crafts, Retailers and Political Organizations: \$150

You may [pay your fee online](#), or submit a money order or cashier's check to:
African American Heritage Festival Foundation, Inc.
1430 N. Augusta Street
P.O. Box 2041
Staunton, VA 24402

Personal checks are not accepted. Your registration will be complete once your payment has been received. The vendor registration fee must be received no later than Aug. 1, 2024.

By signing below, I am confirming that I have read and understand the rules and regulations for the African-American Heritage & Multicultural Festival held September 21-22, 2024. I agree to comply with all rules and regulations.

Signature

Date

Submit Your Application

Email your completed application to afestival2010@yahoo.com.

You may also mail it to:
African American Heritage Festival Foundation, Inc. 1430 N. Augusta Street
P.O. Box 2041
Staunton, VA 24402

Thank you!



INDEMNITY BOND & HOLD HARMLESS AGREEMENT

WHEREAS, the undersigned wish to conduct certain sales on the property of the City of Staunton, Virginia at Gypsy Hill Park between the hours of 10:00 am and 6:00 pm on Saturday, September 21, 2024 and/or again between the hours of 10:00 am and 6:00 pm on Sunday, September 22, 2024.

WHEREAS, the City Of Staunton is willing to allow the undersigned to use certain designated areas at Gypsy Hill Park for such purpose, provided the City is indemnified against loss, injury, damage to persons or property, including death, caused or sustained by persons or property by reason of the actions of the undersigned.

NOW, and for the purpose of inducing the City of Staunton to allow such sales, the parties hereto, for themselves, their executors, heirs and assigns, agree that they hold the City of Staunton, Virginia, its officers, agents, departments and employees harmless from any and all claims for loss, injury, death or damage to persons or property sustained or caused by the actions of the undersigned in conducting a sale at Gypsy Hill Park between the hours of 10:00 am and 6:00 pm on Saturday, September 21, 2024 (or such extended hours if such be the case) and/or between the hours of 10:00 am and 6:00 pm on Sunday, September 22, 2024 (or such extended hours if such be the case). The intention of the undersigned is to waive any and all claims said parties may have for themselves, their executors, heirs and assigns against the City for any loss, injury, death or damage sustained by them in said venture and also to indemnify the City against such claims by third parties, including the payment, if incurred, of attorney's fees, court costs and other associated charges.

WITNESS the following signatures and seals this ____ day of _____ 2024.

SIGNATURE _____

This document does not have to be notarized.