

2024 AFRICAN CARNIVAL

“Celebrating Cultural, Fashion & Music”

VENDOR PACKAGE

Rules, Regulations, and Applications

Saturday May 11th, 2024

**Morris Brown College
Atlanta Georgia**



African Carnival

“Celebrating Cultural, Fashion & Music”

Dear Vendors:

On May 11th 2024, the African Carnival Organization will celebrate its 4th Annual African Carnival. It is with great pleasure that we invite you to join us in contributing as a vendor and be a part of history in what we anticipate will be a welcomed addition to Atlanta’s great line up of festivals. Our theme is Celebrating Cultural, Fashion & Music.

The day’s events will start with the colorful Parade of Bands in the main street of Atlanta Student Movement Blvd through the campus of Morris Brown College. The festivities will commence outside the Morris Brown College in Atlanta Georgia, with the highlight of our festival culminating with a variety of events featuring music, entertainment for kids, dance, bands and other art forms indigenous to the African Culture. This is your opportunity to showcase your merchandise, which can include the delectable cuisine of Africa, the Caribbean, United States, and other nations as well as arts and craft vendors who will be displaying goods that are popular in Africa.

We would like you to be a part of this spectacular event and we have enclosed a registration package for you to do so. Please read the information carefully, complete the forms required, and return them with full payment no later than **March 30th, 2024**. Vendors are encouraged to register early since spaces are limited and will be allocated on a first-come, first-served basis. We urge you to pay special attention to the guidelines with which our organizations and participants must comply per the ordinances of the City of Atlanta and the campus of Morris Brown College.

Thank you for your continued support. We look forward seeing you on May 11th, 2024

Sincerely,

Abigal Thomas
President
African Carnival
USA



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1. FEES

All vendors’ fees must be paid in full by March 30th, 2024.

No partial payments will be accepted. Any application postmarked/received after March 30th, 2024 must include a \$75.00 late fee in order for it to be processed. Payment made on Pal Pay, Zelle or cash app will incur 3% transition fees.

Payments must be in the form of MONEY ORDER OR CASHIER’S CHECK made payable to African Carnival (NO PERSONAL CHECKS).

Fees **must be mailed on or before the deadline indicated to be guaranteed a space. We do not hold space. Space are available on a first come basis.**

Mail payments to:

African Carnival
P.O Box 1316
Fayetteville, GA 30214

2. VENDORS FEE STRUCTURE AND BOOTH SPACE

- a. Please be advised that all vendors fees are Non-Refundable under any circumstances
African Carnival USA will not be HELD RESPONSIBLE FOR THEFT, LOSS OF PROFIT OR PRODUCT.
- b. All vendors booth are NON- TRANSFERABLE
- c. All payment must be received by April 15th 2024

There will be a choice of two booth spaces available for vending:
- 10'x 10' or 10'x20'. The fees for the booth spaces are outlined as follows:

Vendor Type	10X10	10X20
Food (Fees include security, sanitation & permits)	\$500	650
Food Truck(Fees include security, sanitation & permits)	\$900	
Icee/ Smoothie (Fees include security, sanitation & permits)	\$300	\$400
Coconut/Corn (Fees include security, sanitation & permits)	\$300	\$400
Arts & Crafts (Fees include security, sanitation & permits)	\$300	\$400
Organization (Fees include security, sanitation & permits)	\$400	\$500
Corporation (Fees include security, sanitation & permits)	\$800	\$1000



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3. REQUIREMENTS FOR ALL VENDORS:

- All vendors must provide their own tents, chairs and table.
- African Carnival USA is only responsible to provide designated space.
- All vendors are required to have a multipurpose fire extinguisher and a first aid kit.
- All vendors requiring electricity must provide their own generator or purchase power outlet from the conventions. (For more information contact event coordinator)
- All food vendors must provide Business License.

4. FOOD VENDORS:

Please review the attached Fulton County Department of Health and Wellness Special Event Food Vendor Checklist for rules regarding outdoor cooking at special events in Fulton County. Before selling, your booth will be inspected for compliance of the items listed on the Fulton County Food Checklist. Upon approval, you will be given a certificate to open your booth for business.

Protective covering/floors are required to protect vegetation and pavement.

5. ICE

Food/Drink vendors may purchase ice onsite from the festival organizers.

6. ARTS & CRAFTS/MERCHANDISE VENDORS RESTRICTIONS

Loud music may not be played from any booth during your presence on the festival grounds. Should you violate this rule, you will be removed from the festival grounds and forfeit all fees or deposits. The sale of unauthorized CDs, tapes, videos, clothing, etc. is strictly prohibited. Any vendor found in violation will be removed from the festival and have their merchandise confiscated by the city of Atlanta Police.

7. GARBAGE AND GREASE/OIL/HARMFUL AGENT DISPOSAL

All vendors **must** bring their own garbage bags. All grease/oil/harmful agents must be disposed of in the proper receptacles that will be provided. **Any vendor caught disposing of the aforementioned agents in an improper manner will be charged a minimum of \$300 in clean up fees and will forfeit their cleanup deposit.**

8. CLEANUP AND CLEANUP DEPOSIT

All vendors are required to pay a refundable clean up deposit. (See pricing matrix for applicable rates.) Vendors agree to leave their vending area in the same condition as received. All articles are to be disposed of and placed in the proper receptacles that will be provided. Vending areas are subject to periodic inspections by festival officials and **will be inspected at the close of the event** to determine if additional cleaning fees are required or if cleanup deposit will be refunded. If additional cleaning fees are required, the vendor agrees to pay these fees at the time they are notified. Failure to pay clean up



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Fees will result in the vendor being banned from participating in future African Carnival events and will be subject to legal proceedings.

CANCELLATIONS

For cancellations received on or before February 28th, 2024, all sums paid, less a service charge of \$200.00, will be returned to the vendor. **No refunds will be given under any circumstances.**

10. SALES TAXES

Vendors selling any item subject to Georgia Sales Tax will assume all responsibilities and liability for obtaining and paying for a valid Georgia resale permit for the collection of all taxes on items sold, and for payment to the State of Georgia of all sales taxes collected.

11. VENDOR PACKAGE

Complete vendor packages will be distributed at the vendor orientation meeting (date to be announced) upon receipt of full payment of fees. **You will be informed of the time and date of any meetings by mail, telephone or email. All vendors or their designated representatives are required to attend the vendor orientation meeting(s) and all pre-festival meetings or to contact a festival representative for the information.** You will be responsible for the information contained therein.

12. LIABILITIES

Each vendor sells food, craft, etc. at his/her own risk. If insurance is desired, it must be arranged and purchased by the vendor. African Carnival, the City of Atlanta, Morris Brown College, Hope of Africa or any individuals affiliated with the aforementioned organizations do not assume any liability for loss, damage, or theft of work, display materials, or items for sale or distribution.

13. RESPONSIBILITY OF VENDORS

- Each vendor must be present with his/her items during the vendor hours at the Georgia International Convention Center
- Each vendor is responsible for providing relief personnel to maintain their booth.
- **NO VENDOR MAY SUBLET TO ANOTHER VENDOR.**

Any vendor caught in violation, will be removed from the venue and will forfeit all fees and deposits.

- Vendors must have their booth open and ready for business at the beginning of the designated opening hours and remain open throughout the designated closing time.



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- Each vendor must abide by/comply with all African Carnival Association, and City of Atlanta rules, regulations, and ordinances.

14. ITEMS NOT ALLOWED ON PREMISES

- **Vendors ARE NOT permitted to sell alcoholic beverages or SODA**

Violators of this rule will be removed from the premises, arrested and or fined by the City of Atlanta Police Department and banned from vending at future African Carnival festivals.

- All items sold are restricted to those listed on the participant’s application and accepted by African Carnival Association.

- **NO BEVERAGES SHALL BE SOLD IN BOTTLES – NO EXCEPTIONS!**

15. Admission /Parking Passes:

- Each **food vendor** will receive **(1) parking pass** that allow access to the venue and parking in designated area.

PASSES ARE NOT TRANSFERRABLE.

- **Each non-food** vendors (i.e. beverages, arts and crafts) will allow access to the venue and parking in designated area.

16. PENALTIES

The African Carnival Association reserves the right to bar any vendor from participating in the park activities due to non-compliance of any rules or regulations listed herein or for the misrepresentation of their offerings. African Carnival reserves the right to remove any objects, person(s), or product that is not in compliance with the rules pertaining to the “family atmosphere “of the festival. Such occurrences will result in forfeiture of all fees and deposits, in addition to removal from the festival premises.

17. RESTRICTIONS

African Carnival strictly prohibits the sale of any African Carnival merchandise.

18. FORCE MAJEURE

In the event of sickness or disabling accident or if any engagement hereunder is prevented, rendered impossible or infeasible, or any act or regulations of any public



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authority or bureau, act of God, civil unrest, strike, epidemic, interruption in or delayed transportation service, war conditions or emergencies or any other cause beyond the control of either party (a force majeure event), it is understood and agreed that there shall be no claim for damages by either party to this Agreement. Additionally, all obligations African Carnival Association has to such engagement shall be deemed waived. It is agreed that inclement weather shall be deemed a force majeure event.

VENDOR APPLICATION

Please complete the following pages. Failure to do so will result in your application being rejected.

Name of Business: _____

Name(s) of Owner(s): _____

Business Tax ID#: _____

Telephone Number(s): _____

Day: _____

Evening: _____

Cell Phone: _____

Fax Number: _____

Email Address: _____

Mailing Address: _____

Emergency Contact Name/Phone: _____

A. Vendor Selection (Please place an “X” beside your choice).

Food - \$500 (10X10) \$650 (10X20)

Food Truck- \$900 (10x10)

Craft/Merchandise - No African Carnival T-Shirts -
\$300 (10X10) \$400 (10X20)

Icees/Ice Cream/ Drinks/ Smoothies - \$250 (10X10) \$350 (10X20)

Corn - \$300 (10X10) \$400 (10X20)

Coconut - \$300 (10X10) \$400 (10X20)

Organization - \$ (10X10) \$400 (10X20)

Corporate Booth- \$800 (10X10) \$1000 (10X20)



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FOOD/DRINK/ICEES/COCONUT/ CORN VENDORS

B. Please provide the following information regarding your booth:

a. How many staffed attendants will you have at your booth? _____

b. Food vendors will receive 4 wristbands: _____

c. Drink/ices/coconut/corn will receive 2 wristbands

d. Extra wristbands can be purchased for \$25 per staff member

Please list **all of the food and/ or beverages** to be sold at your booth. Only items listed below will be allowed to be sold. No EXECPTION

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____



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VENDOR ACCEPTANCE AGREEMENT

I / We _____
(PRINT YOUR NAME)

Owner / Operator of _____
(PRINT THE NAME OF BUSINESS)

Have read and understood the application form, vendor information and Festival Village rules. I agree to abide by the rules, regulations, ordinances and deadlines for the African Carnival Association, and the City of Atlanta. I understand that if I do not abide by these rules, regulations, ordinances and deadlines, my business will not be allowed to vend during the festival to be held on March 11th, 2024 at Morris Brown College and I may be subject to legal proceedings and forfeiture of any fees. I also agree to attend or send a designated representative to all pre-festival and vendor orientation meetings or to contact a festival representative for the information, as I will be held responsible for information contained therein. I hereby declare that all information herein provided is true, correct and complete.

Signature

Date

PayPal /Zelle Confirmation Number:

(For payments made online)



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**Fulton County Department of Health and Wellness
ENVIRONMENTAL HEALTH SERVICES
SPECIAL EVENT FOOD VENDOR**

CHECKLIST (All items must be met before a permit is issued) BOOTH DESIGN:

- All booths must be totally enclosed and structurally sound.
- The floors in the booth must be easily cleanable in good repair and treated to control dust.
- Service windows and doors must remain closed when not in use.
- Barbecue set-up must meet Fire Department standards and Health Department regulations. Grills and fryers must be in a completely enclosed booth. These items must stay out of the reach of children and pedestrian traffic area.

FOOD PROTECTION:

- Protective shields must be provided to prevent exposure of food items to customer contamination due to coughs and/or sneezes.
- All food must be covered when not being accessed. Serving utensils must be covered or properly stored when not in use.
- Vendors should guard against habits that seek to attract insects or pests. Vendors are not allowed to use pesticides/insecticides/pest strips.
- All food and supplies must be stored at least 6-8 inches off the floor.
- Facilities need to be provided to maintain product temperature.
- Refrigerators and freezers must have accurate thermometers.
- Potentially hazardous food must meet the following temperature requirements:

Cold foods must be held at 40°F or below

Hot foods must be held at 140°F or above • Handling of food should be minimized. Ice scoops must be used to dispense ice and be stored on a clean, dry surface or in the ice with the handle extended. Ice cream scoops must be provided in the individual ice cream containers to dispense ice cream. Scoops must be cleaned and sanitized as often as needed to prevent contamination.

- No outdoor food preparation, storage or service is allowed. Food prep must be done prior to cooking at an approved establishment or a food prep sink provided in booth on site.



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PERSONNEL:

- Hand washing facilities must be designed to include a container to dispense warm water for hand washing with a flip cap. Push button dispensers are prohibited. A bucket must be provided to catch all wastewater. Soap and paper towels must be provided at this station.
- Personnel with infections must be restricted.
- No eating, drinking or smoking is allowed in any food booth.
- Clean clothes and hair restraints must be worn at all times in the food booths.
- Hair restraints must be worn and disposable gloves must be worn by anyone handling food.

EQUIPMENT AND UTENSILS:

- All single service forks, knives and spoons must be pre-wrapped unless they are provided with the plates of food from the server.

WATER SUPPLY:

- Portable water must be available for food preparation, equipment cleaning and hand washing.

GARBAGE AND REFUSE DISPOSAL:

- All containers must be covered, adequate in number, insect and rodent proof and provided in a clean area.

Violations of the temporary food service regulation or the presence of an imminent health hazard will result in suspension of your permit upon service of a legal notice. The booth will be closed by the Fulton County Health Department, until such time as the necessary corrections are made and the booth permit reissued.

**THESE GUIDELINES MUST BE POSTED IN A
HIGHLY VISIBLE AREA IN ALL FOOD
BOOTH.**



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