

# URBAN CULTURAL ARTS FOUNDATION presents **AFRICAN VILLAGE ARTS FESTIVAL 2010**

May 2010

**AFRICAN VILLAGE ARTS FESTIVAL 2010** will be here soon.  
Come and be part of our festival, now in its fourth year!

Saturday August 21, 2010  
11:00 AM – 7:00 PM  
Old Central Community House  
1251 Bryden Road  
Columbus Ohio 43205  
(Next to Kwanzaa Playground)

**Our Festival has grown immensely in the last three years!** Its success is due to the support of larger community. And, we need your help to make the Festival even better in 2010.

### **Help our Festival grow...be a vendor!**

Help our Festival grow and promote your business. Participating in our Festival is easy. Present your merchandise and creative work before hundreds of people looking for unique, cultural items. We need vendors and artists who produce and sell hand-crafted works, imported goods, or other creative work. No commercially made work will be permitted in the art category. Booth fees start at \$50 (appropriate licensing and permits are your responsibility).

You can reach new customers, support this incredible community festival, and have fun celebrating African and African American cultures.

### **The AFRICAN VILLAGE ARTS FESTIVAL 2010 promises to be the best yet!**

We hope you join our effort to use Art to bring together our community. **Booth space is limited—first come, first served!** Please review the enclosed materials. Return forms with payment to Urban Cultural Arts Foundation; Attn: African Village Arts Festival; 1270 Bryden Road, Columbus, Ohio 43205. Or you may contact our Associate Director Regina K. Johnson by emailing [festival@galleryinthehood.org](mailto:festival@galleryinthehood.org).

Today-Now,

Chief Shongo Obadina  
Executive Director & Curator



URBAN CULTURAL ARTS FOUNDATION  
WILLIAM H. THOMAS ART GALLERY  
1270 Bryden Road  
Columbus, Ohio 43205  
Gallery Phone/Fax: 614-252-7525  
Web: [www.galleryinthehood.org](http://www.galleryinthehood.org)  
Email: [info@galleryinthehood.org](mailto:info@galleryinthehood.org)

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## Vendor/Artist Booth Rates

### Artist/ Merchandise Vendor (\$60)

**SAVE \$\$\$\$:** EARLY BIRD REGISTRATION \$50 (thru Monday July 5, 2010)

### Food Vendor (\$75)

**SAVE \$\$\$\$:** EARLY BIRD REGISTRATION \$65 (thru Monday July 5, 2010)

Booth fees include one 10x10 Tent, one standard 6ft rectangle table, and 2 folding chairs. Also includes listing in event souvenir booklet. Electricity costs an additional \$30.00.

**Deadline for vendor registration AND full payment is July 31, 2010. Payment must be received to confirm your participation.**

**DON'T WAIT! ONSITE REGISTRATION THE DAY OF THE EVENT WILL COST AN ADDITIONAL \$25.**

## Vendor/Artist Booth Rules and Regulations

1. Check-in for all booth participants begins at 8:30a.m. Set-up must be completed by 10:00 a.m. All vendors/artists must report to the **AFRICAN VILLAGE ARTS FESTIVAL 2010** Team Headquarters before any booth preparations. You must keep a copy of all contracts, agreements and certifications/ permits at your booth at all times.
2. Plan to arrive by 9:00 a.m. and to have your booth open from 10:00 a.m. to 7:00 p.m., unless bad weather occurs. All booths close at 7:00p.m. Except in the case of an emergency, **no one will be allowed to close their booth before 7:00 p.m.** The **Rain Date** is designated as the following day, **Sunday, August 22, 2010.**
3. Participants may sell and/or display only those items listed on the **Registration Form** and approved by **AFRICAN VILLAGE ARTS FESTIVAL 2010** Team. All booths will be inspected before and during the Festival. Any and all licensing and permits to sell merchandise and/or food are the individual vendor's responsibility. Food vendors must have their City of Columbus permits on site, at their booths at all times.
4. You must **supply your own decorations, clean up materials and other necessary equipment.** Also each vendor/artist is responsible for safeguarding his/her goods, materials, equipment and display items. Columbus Police will be on duty throughout the Festival for general security. The Division of Fire will also perform inspections. All booth participants are responsible for **cleaning their area at routine intervals during the Festival and at closing.**
5. No one is allowed to sell the following: Water, Soda pop, beverages and alcoholic beverages; Raffle tickets cannot be sold or given away; Cigarettes or tobacco of any kind; Bootleg or otherwise unauthorized recordings or other duplicated materials.
6. Booths requiring electricity:
  - All booth participants requiring electricity must bring a 200 ft. extension cord. Only 110V electrical lines are available (\$30.00 charge for electricity).
  - An electrical inspector will inspect all electrical usage for proper connections.
  - No one is allowed to hook up any appliance requiring a 220V outlet.
  - Up to two appliances are allowed. No more than one line may run from each booth.
  - No electricity will be provided, unless requested on the **Registration Form.**
  - Any other usage must be approved at least 72 hours before the event.
7. Event planners hold full rights to monitor, adjust, reject or discontinue operation of any vendor booth at any time to ensure adherence to the community spirit intended. No refunds.

**Registration and/or participation indicates acceptance of these terms.**



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***Yes, I want to participate in the 4th Annual African Village Arts Festival!***

Name		
Company / Organization		
Address		
City	State	Zip Code
Day Phone	Evening Phone	
Email/ Website		
<p>I am registering for (select one or more):</p> <p><input type="checkbox"/> Artist /Merchandise Vendor (\$60) <b>EARLY BIRD REGISTRATION (\$50, thru July 5, 2010)</b></p> <p><input type="checkbox"/> Food Vendor (\$75) <b>EARLY BIRD REGISTRATION (\$65, thru July 5, 2010)</b></p> <p>NOTE: Onsite Registration during the event will cost an additional \$25.</p> <p>Do you need water? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you need electricity? <input type="checkbox"/> Yes <input type="checkbox"/> No (electricity is \$30.00)</p>		
<b>Total Amount Enclosed: \$ _____</b>		
What merchandise will be in your booth? (Please list items)		
What licenses or permits you have? (You are responsible for having and providing any and all necessary licenses or permits to sell your goods)		
What other supplies, equipment, signs or materials are you bringing?		
<p>Terms &amp; Conditions:</p> <p>I/We, the undersigned, have read and/or received a copy of the Rules and Regulations and do hereby agree to the terms.</p> <p>I / we, the undersigned, do guarantee to indemnify and save harmless, the Urban Cultural Arts Foundation, its affiliates and agents; Central Community House, its affiliates and agents; the City of Columbus, its affiliates and agents; sponsors and their affiliates and agents; and other participants and their affiliates and agents in the <b>AFRICAN VILLAGE ARTS FESTIVAL 2010</b> from any liability which may incur as a result of my / our participation in the <b>AFRICAN VILLAGE ARTS FESTIVAL 2010</b> and / or any other event or activity which may coincide with the <b>AFRICAN VILLAGE ARTS FESTIVAL 2010</b> scheduled to be held in the City of Columbus, Ohio on Saturday August 21, 2010 at the Old Central Community House at 1251 Bryden Road, Columbus Ohio 43205.</p> <p>This statement is given in the event my / our actions in the participation of the above mentioned should cause any possible liability including but not limited to any type of theft, loss or damage.</p>		
Submitted by (signature): _____		Date: _____

**INTERNAL USE ONLY:** Registration rec'd by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Booth Number(s):  Merchandise  Artist  Foodservice  Information/Workshop  
 Notes:



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