

## Non-Food Vending Information Packet - Savannah Black Heritage Festival 2017

NON-FOOD VENDORS	Registration Fee: \$130 Deadline: January 20, 2017	Late Registration Fee: \$155 (January 21-31, 2017) [Provided space is still available]
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**BEFORE COMPLETING THE NON-FOOD VENDING APPLICATION, CAREFULLY AND THOROUGHLY READ THE INFORMATION BELOW.**

### LOCATION AND DATE

Vending will be held in the Savannah Civic Center Arena (301 West Oglethorpe Avenue, Savannah, Georgia 31401) from 12:00 p.m.-9:00 p.m. on Saturday, February 11, 2017.

### REGISTRATION FEE AND PAYMENT

Non-food vendors will be charged a registration fee of \$130.00 per booth space, if payments are received by January 20, 2017. **After January 20, 2017, the late registration fee for non-food vendors will be \$155.00 per booth space, provided space is available. Any booth (vendor) that has gross food sales of 25% or more will be considered a food booth.** The non-food vendor registration fee covers the set-up of an 8' x 10' space which includes one 24" X 6' covered and skirted table, two chairs, a name badge, a booth sign, and security. **Space is limited, and the booths are assigned on a first-come, first-served basis. Therefore, there is no guarantee that a returning vendor will get the same spot location as the previous year(s).** **NO APPLICATION WILL BE PROCESSED WITHOUT FULL PAYMENT OF REGISTRATION FEE.** Please submit the vendor registration form as soon as possible. **NO REFUNDS WILL BE GIVEN AFTER THE JANUARY 20, 2017 REGISTRATION DEADLINE.** Payment may be made in the form of cash, a check, money order, or it may be applied to a credit card (VISA, American Express, Discover, or MasterCard). Declined credit cards will be resubmitted only once. No spaces will be held for failed transactions. Checks and money orders should be made payable to **Savannah State University** and sent to **Savannah Black Heritage Festival-Vending, Box 40284, Savannah, GA 31404.** Vendors paying via credit card may fax their payment form to 912-358-4812. **PAYMENTS MADE WITH A CREDIT CARD WILL NOT BE PROCESSED WITHOUT A SIGNATURE IN THE AUTHORIZING SIGNATURE SPACE PROVIDED ON THE PAYMENT FORM. ONLY RETURN THE PAYMENT FORM AND RELATED FEE TO THE SAVANNAH BLACK HERITAGE FESTIVAL OFFICE AT THE ADDRESS LISTED. All registration forms must be signed in the Vendor/Artist/Performer/Demonstrator signature space located at the bottom of the form and dated.** Receipts will be provided in the form of a payment confirmation email after the registration form and fees have been received and processed. Questions regarding vending should be directed to the Savannah Black Heritage Festival (SBHF) office located in the King-Frazier Complex, Room 200. The SBHF office phone number is 912-358-4309. The email address is [heritage@savannahstate.edu](mailto:heritage@savannahstate.edu).

### SET UP

The Civic Center will be open for set up on Saturday, February 11, 2017 at 8:30 a.m. **ALL VENDORS SHOULD ENTER FROM THE LIBERTY STREET ENTRANCE TO UNLOAD THEIR MERCHANDISE.** Registrants who do not claim their assigned location by 12:00 p.m. will forfeit their space and their registration fee. **The space will be reassigned. VENDORS MUST HAVE THEIR AREA CLEARED BY 10:00 P.M. ON SATURDAY, FEBRUARY 11, 2017. Therefore, all vendors are asked to close their booths promptly at 9:00 p.m. and begin to pack up their remaining merchandise so the spaces can be completely cleared by 10:00 p.m.** All materials, supplies and outdoor equipment must be removed from the assigned space. Vendors agree to abide by all rules and regulations of the Festival, the Health Department, the Civic Center, and the Fire Marshal. **Once a vendor has been assigned a space, he or she cannot move from the assigned location, nor can he or she give or sell the space to another vendor without permission of the SBHF Vending Coordinator.** Should vending space become available during the Festival, the Vending Coordinator is solely responsible for determining the use of the vacated space. **Helium balloons are prohibited. All vended merchandise should reflect the family nature of the Festival. Adult and inflammatory materials are not acceptable. VENDORS MUST NOT POST ANY SIGNS ABOVE THEIR BOOTH/TENT THAT WILL OBSTRUCT THE VIEW OF THE MAIN STAGE FOR FESTIVAL ATTENDEES WHO ARE SEATED IN THE MEZZANINE SECTION OR HIGHER SECTIONS IN THE CIVIC CENTER ARENA.** All vendors are required to keep their area free of trash, paper, and other debris and the regulation fire extinguisher must be visible. Vendors are further responsible for keeping their booth staffed and in place during the leased period. Any violation of the vendor provisions will result in the loss of vendor space during the Festival. **NO FEES WILL BE RETURNED. VENDORS/DEMONSTRATORS AGREE TO PROVIDE ALL FOOD, MATERIALS AND EQUIPMENT NEEDED TO OPERATE AS A VENDOR AT THE 2017 SAVANNAH BLACK HERITAGE FESTIVAL UNLESS (1) OTHERWISE REQUESTED OR (2) THE FESTIVAL ADMINISTRATOR HAS AGREED TO PROVIDE MATERIALS AT AN ADDITIONAL CHARGE ABOVE AND BEYOND THE SET-UP SPACE FEE.**

### SPECIAL SERVICE REQUESTS

**EXTRA TABLES, ELECTRICITY, AND INTERNET SERVICE MUST BE REQUESTED ON THE REGISTRATION FORM IN ADVANCE (BEFORE THE JANUARY 20, 2017 DEADLINE) AND PAID THROUGH THE BLACK HERITAGE FESTIVAL OFFICE. THERE WILL BE A HIGHER FEE (PAYABLE BY CASH ONLY) FOR ANY SPECIAL SERVICE REQUEST THAT IS MADE ON THE DAY OF THE EVENT (FEBRUARY 11, 2017). [ON FEBRUARY 11, 2017, SPECIAL REQUEST FEES WOULD APPLY AS FOLLOWS: EXTRA (UNDRESSED) TABLE - \$30 EACH; ELECTRICITY - \$100 EACH OUTLET; AND INTERNET - \$100.]**

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**INDEMNITY**

All vendors agree to indemnify and save harmless the University System of Georgia Board of Regents by/for Savannah State University (and all its units) d/b/a Savannah Black Heritage Festival, the Savannah Civic Center, the City of Savannah (and all its units), other Festival sponsors, and their employees and volunteers (collectively, the "Indemnitees") of and from all claims for personal injuries, illnesses, property damage or theft arising in any manner in connection with any operation, performances, rehearsals, set up, food service or demonstrations of such vendor, except to the extent the same is caused by the gross negligence or willful misconduct of an Indemnitee.

**RIGHTS TO ASSIGN**

Neither the Festival Administrator nor the artists, vendors, performers, or demonstrators have the right to assign or transfer this agreement without written consent of the other party.

**ENTIRE AGREEMENT**

This agreement and the exchange of consideration for which it provides describes each party's entire understanding concerning its subject matter and may be modified only in writing signed by all parties. It will be construed in accordance with the laws of the state of Georgia applicable to contracts made wholly to be performed in Georgia. In no way does this agreement constitute an employer-employee relationship. All artists, vendors, performers, and demonstrators are independent contractors. All activities performed by artists, vendors, performers, and demonstrators will conform to the laws of the state of Georgia and the City of Savannah.

Savannah State University and  
The Department of Cultural Affairs of the City of Savannah  
present the  
**28<sup>th</sup> Annual Savannah Black Heritage Festival**  
Savannah, Georgia  
February 11, 2017

**NON-FOOD VENDOR REGISTRATION FORM**

**NOTE: BEFORE COMPLETING THIS REGISTRATION FORM, CAREFULLY AND THOROUGHLY READ THE NON-FOOD INFORMATION PACKET.**

This agreement allows the individual or group to perform, operate a vendor's booth or provide demonstrations on February 11, 2017, at the Savannah Civic Center, Savannah, Georgia. It also serves as a contract between the Savannah State University Black Heritage Festival Committee, herein after referred to as the Festival Administrator, and the below named. The term vendor will herein be used to refer to demonstrators as well as any individual selling products. Completion of this agreement, full payment of registration fee, and the submission of supporting documents by the stipulated deadlines solely constitute a completed registration to be honored by the Festival Administrator. **The Product Description section must be completed. THE DEADLINE FOR NON-FOOD VENDORS IS JANUARY 20, 2017. ALL VENDORS/ARTISTS/PERFORMERS/DEMONSTRATORS MUST SIGN AND DATE THIS FORM IN THE SPACE PROVIDED AT THE BOTTOM.**

<b>Name of Business:</b>												
<b>Contact Person:</b>												
<b>Address:</b>		<b>City/State/Zip:</b>										
<b>Business Phone #:</b>	<b>Fax#:</b>	<b>Cell/Alternate Phone #:</b>										
<b>E-mail Address:</b>												
<b>Product Description (REQUIRED):</b> <i>Please list items/services provided at booth</i>												
<b>Method of Payment</b> (select one): <input type="checkbox"/> cash <input type="checkbox"/> check <input type="checkbox"/> money order <input type="checkbox"/> American Express <input type="checkbox"/> Discover Card <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA												
<p><b>Checks and money orders should be made payable to</b> <b>Savannah State University</b></p> <p><b>LATE FEES APPLY AFTER DEADLINE DATE:</b> <b>Late registration - \$150.00 (January 21-31, 2017)</b></p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>(1) Registration Fee</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>(2) ___ Extra Table(s) @ \$25.00 each</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>(3) Electricity (\$75.00 each)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>(4) Internet (\$75.00)</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>(5) TOTAL AMOUNT PAID</td> <td style="text-align: right;">\$</td> </tr> </table>	(1) Registration Fee	\$	(2) ___ Extra Table(s) @ \$25.00 each	\$	(3) Electricity (\$75.00 each)	\$	(4) Internet (\$75.00)	\$	(5) TOTAL AMOUNT PAID	\$
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<p><b>NOTE: The following CASH-ONLY fees will apply to special requests that are made on the day of the event (February 11, 2017):</b> <b>Extra Table (undressed) - \$30.00 each; Electricity - \$100.00 each outlet; and Internet - \$100.00.</b></p>												
<b>Credit Card #:</b>												
<b>Security Code:</b> <small>(3 or 4 digits located on the front or back of the card)</small>		<b>Expiration Date (mm/yy):</b>										
<b>Authorizing Signature:</b> <b>(MUST HAVE CARD HOLDER'S SIGNATURE TO PROCESS A CREDIT CARD PAYMENT)</b>		<b>Date:</b>										
Please provide names of persons who will be working at your booth:												
I HAVE CAREFULLY AND THOROUGHLY READ THE ATTACHED CONDITIONS AND DETAILS OF THIS APPLICATION AND AGREE TO ITS TERMS.												
<b>Signature:</b> <b>(REQUIRED)</b>		<b>Date:</b>										
<small>Vendor/Artist/Performer/Demonstrator</small>												

Only submit the completed registration form and related fee to:  
Savannah Black Heritage Festival-Vending, Box 40284, Savannah, GA 31404.  
**(Checks and money orders should be made payable to Savannah State University.)**

Vending Information: Call 912-358-4309; Fax 912-358-4812

Festival Website: [www.savannahblackheritagefestival.com](http://www.savannahblackheritagefestival.com) Email: [heritage@savannahstate.edu](mailto:heritage@savannahstate.edu)