

# 31<sup>st</sup> Manassas African American Heritage Festival

## 2024 VENDOR/EXHIBIT APPLICATION

*Manassas African-American Heritage Festival*  
*"to spotlight, celebrate and commemorate the rich diversity in our culture"*



**Grace E. Metz Middle School (outdoors)**  
**9950 Wellington Road**  
**Manassas, Virginia 20110**

**Saturday, August 3, 2024**  
**11:00 a.m. - 6:00 p.m.**  
(The Festival will proceed rain or shine.)

### Set-ups can be one of the following:

- Trailer
- Mobile Home
- Umbrella Stand
- Professional Tent
- Kiosk
- Food Truck
- Push Cart

### Rules:

- Vendors will be required to provide their own table, chairs, tent/umbrella, etc.
- Vendors must provide their own generators and may NOT use other power sources unapproved by the Manassas African-American Heritage Festival. **Generator spaces must be approved.**
- **No alcoholic beverages permitted!**
- The Festival's insurance policy does not cover claims due to negligence on the part of the exhibitor. It is recommended that all Festival participants carry independent insurance.
- Each Festival participant agrees that neither the City of Manassas nor the MAAHF committee, including their agents and/or employees, will be responsible for damages to or the loss or destruction of the vendor's property or injuries to vendors, his representatives, agents or employees. All claims for such loss, damage, destruction or injury are expressly waived by the vendor.

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### PLEASE PRINT CLEARLY

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Items Selling (if applicable): \_\_\_\_\_

Contact Person and Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

### APPLICATION FEES - PLEASE CHECK THE APPROPRIATE BOX

- Food Vendor Fee:** \$400.00 for payment received on or before May 31, 2024; \$500.00 for payments received after June 1, 2024. Fees are non-refundable. You must have a fire extinguisher (county regulation), follow health code regulations and present your food vending permit on-site. Dimensions are 20' x 20' and you must register with the PWC Health Department.

**\*You are responsible for the removal of all oils you use for cooking. Please do not pour out on the ground\***

- Vendor Fee:** \$175.00 for payment received on or before May 31, 2024; \$250.00 for payment received after June 1, 2024. Fees are non-refundable. Dimensions are 10' x 15'.
- Business Expo:** \$25.00 for payment. Space is for distributing business info only; no selling allowed. Fees are non-refundable. Dimensions are 10' x 15'.
- Authors' Corner:** \$50.00 for payment. Space is for book sales only. A donation of one book is requested as a door prize. Fees are non-refundable. Dimensions are 10' x 15'.
- Local Community Organizations (Non-Profits):** Free. Space is only for displaying and/or distributing information. Dimensions are 10' x 15'.
- Church Organizations:** Free. Space is for distributing church information. Dimensions are 10' x 15'.
- Health Fair:** Free. Space is only for displaying and/or distributing information. Dimensions are 10' x 15'.
- Job Fair:** Free. Space is only for displaying and/or distributing information. Dimensions are 10' x 15'.

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**PLEASE COMPLETE AND RETURN PAGES 2 - 3. YOU WILL RECEIVE A CONFIRMATION LETTER WITHIN 1 - 2 WEEKS OF THE FESTIVAL RECEIVING YOUR APPLICATION AND PAYMENT. IT WILL STATE THE SPECIFIC LOCATION FOR YOUR EXHIBIT AND ALL SET-UP INFORMATION. YOU MAY NOT EXCHANGE LOCATIONS WITH ANOTHER VENDOR.**

The Festival Committee has sole discretion and reserves the right to preclude or condition the sale, distribution or display of any materials it believes inconsistent with the purposes and goals of the Festival as a family event for all attending to enjoy.

Ads - Ad space is available in the Festival booklet at the following prices. Please forward your ad to **marvinjohnson51@outlook.com** on or before May 31, 2024.

- Full Page (8 1/2 by 7)      \$50.00
- Half Page                      \$25.00

School Supplies: The Festival will continue to distribute school supplies to the youth in our community on the day of the Festival. If you would like to provide a donation towards this cause, please include your donation with the application. All donors will be acknowledged throughout the day by announcements, as well as a listing within the Festival's booklet. Make checks or money orders payable to the **Manassas African-American Heritage Festival**. Thank you for your consideration.

- Payment for Space:                      \$ \_\_\_\_\_
- Payment for Ad (optional):              \$ \_\_\_\_\_
- Donation for School Supplies (optional):      \$ \_\_\_\_\_
- Total Enclosed:                          \$ \_\_\_\_\_
- 

Please mail to:      Manassas African-American Heritage Festival  
                                 P.O. Box 4006  
                                 Manassas, VA 20108

I agree to abide by the stated information/restrictions for the Festival on Saturday, August 3, 2024 at Grace E. Metz Middle School. I further understand that I must provide my own table, chairs, tent/umbrella. My booth **cannot** extend beyond the stated dimensions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date