

32nd Manassas African American Heritage Festival

2025 VENDOR/EXHIBIT APPLICATION



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

Saturday, August 2, 2025

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.
- Food vendors must provide their own generators and may NOT use other power sources unapproved by the Manassas African-American Heritage Festival.
- **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 is expressly waived by the vendor.

32nd Manassas African American Heritage Festival

2025 VENDOR/EXHIBIT APPLICATION

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, 2025; \$500.00 for payments received after June 1, 2025. 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 space is available on a first-come, first-serve basis. **Limited spaces available!**
- Will you use a food truck? Yes: ____ No: ____
 - Length of ENTIRE Food Truck? _____

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, 2025; \$250.00 for payment received after June 1, 2025. Fees are non-refundable. The dimensions are 10' x 15'.
- Business Expo:** \$25.00 for payment. Space is for distributing business info only; no selling allowed. The dimensions are 10' x 15'.
- Authors' Corner:** \$50.00. Space is for book sales only. A donation of one book (to be left at the hospitality tent) is requested as a door prize. The dimensions are 10' x 15'.
- Local Community Organizations (Non-Profits):** Free. Space is only for displaying and/or distributing information. The dimensions are 10' x 15'.
- Church Organizations:** Free. Space is for distributing church information. The dimensions are 10' x 15'.

32nd Manassas African American Heritage Festival

2025 VENDOR/EXHIBIT APPLICATION

- Health Fair:** Free. Space is only for displaying and/or distributing information. The dimensions are 10' x 15'.
- Job Fair:** Free. Space is only for displaying and/or distributing information. The dimensions are 10' x 15'.

PLEASE COMPLETE AND MAIL 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.

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, 2025.

- 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 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 2, 2025 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