



VENDOR FEE - \$100.00

AFRIKFEST LAS VEGAS

September 27, 2019 | 6590 BERMUDA RD, LAS VEGAS, NV 89119

Vendor Agreement

TERMS & CONDITIONS / LIABILITY RELEASE

On behalf of Afrikfest Inc. a non-profit (501) (c3) organization, we THANK YOU for participating as a vendor @ our vendor village themed, *Experience Africa!* Event. Our goal is to make this event a success for you and all that attend. The following instructions will help make the set- up and tear down a smoother operation:

1. SET UP/TEAR DOWN/HOURS OF OPERATION

Set up starts from 10:30 AM and ends at a **STRICT 1:30 PM CUT-OFF TIME.** Our team will assist you with parking and directing traffic to the **VENDOR VILLAGE LOCATED IN THE IPEC MAIN CAMPUS, 6590 BERMUDA RD, LAS VEGAS, NV 89119. (Main Lobby)**

2. Vendor/Exhibitor booth number will be provided at check in on Friday, September 28. As a courtesy vendors are required to be open for the duration of the event from 2:00 pm – 8:00 pm.

3. STAFF YOUR AREA WITH THE APPROPRIATE AMOUNT OF PERSONEL. Closing early or preparing to close may appear as though the event is closed for the evening, and event patrons may chose to leave early which can hurt the success of our vendors. Vendors must have property and debris removed from premises no later than 9:30 PM.

FEE/CANCELLATION

THERE IS NO REFUND OR FEE TRANSFER FOR “NO-SHOWS.” OR VENDOR CANCELLATION.

SPACE SPECIFICATIONS

All space assignments are made at the discretion of the Event. *** **8 ft table & 2 chairs provided.** If displays, equipment, or products that cannot fit into the confines of this space, you will need to purchase and/or will be charged for additional space(s). Layouts are predetermined with the legal requirements for fire lanes and the safety of our visitors in mind. No controversial booths will be accepted into the show, the goal of quality, diversity, variety, and limited duplication of products and services. **Event will provide 10 x 10 space.** If you require power, please advise. (additional charge apply)

FOOD VENDING

Food vendors are required to have a Temporary Food Establishment Permit. For more information, vendor visit: southernnevadahealthdistrict.org or call Southern Nevada Health District at 702- 759-1110.

INSURANCE

All vendors are required to have liability insurance and hold AFRIKFEST LAS VEGAS harmless of any liabilities.

SALES AND USE TAX

All vendors are responsible for their own tax reporting and collecting of sales tax is 8.15%. to Clark County and the State of Nevada.

ONSITE: Pets are not permitted in booths or exhibit areas – absolutely no exceptions. No solicitation is permitted without booth rental. Approval is required to share booth! The temperature will still be warm, so we recommend that you have a small cooler chest with water.

With your signed and submitted application, you acknowledge you have read, and agree to the terms.

VENDOR: _____ SIGNATURE: _____ DATE: _____

**SCAN & EMAIL SIGNED FORM TO by September 25, 2019 to info@acctlv.org
FOR MORE INFORMATION OR QUESTIONS CALL 702 772-3663 or 702 649-2000.**



AFRIKFEST LAS VEGAS Vendor Application

2019 Application

Business/Booth Name _____ Contact Name _____

_____ Cell _____

phone _____ Alt. phone _____

Address _____

City _____ State _____ Zip _____

Website _____

E-mail _____ (most contact will be through e-mail)

_____ Vendor (\$100.00) Does your booth require power? _____ (Y or N) \$10 EXTRA

Describe your booth/items to be sold (be thorough, use back if needed)

VENDOR CLASS: Retail _____ Government _____ On-site Food Vendor _____

Arts & Crafts _____ Community & Non-Profit Org. _____ Other: _____

Applicant Signature _____ Date _____

Do we have your permission to publish your business information on our website along with the use of photos on SOCIAL MEDIA CHANNELS (Facebook, Twitter & Instagram)? ____yes ____ no

MAIL CHECKS WITH COMPLETED APPLICATION TO:

AFRIKFEST LAS VEGAS

1311 S MARYLAND PARKWAY, LAS VEGAS, NV 89104

or

Complete vendor application on line.

Questions? Contact - Chris Usigbe at 702 772-3663 for info.