



Inner City Cultural League, Inc.
SANKOFA CULTURAL ARTS CENTER
"Educational Advancement through the Arts"

Dear Colleague,

It is my pleasure to announce the **28th annual African-American Festival, "Positively Dover."** The event is scheduled for **Saturday, June 23, 2018**, at Legislative Mall, Downtown Dover. Entertainment will feature jazz, gospel, African drumming, dancing, poetry and other artistic forms. "Positively Dover is a family program focused on education, information, and family values. The artistic venue is designed to entertain, educate, and fascinate.

We anticipate a crowd of more than 20,000 patrons throughout the day! Festival hours are from 10 am until 6:00 pm. General information: Registration and "check-in" on-site will begin at 7 am Saturday, June 23, 2018. All vendors must report to the Vendor Registration Tent to check-in, to register, and pick up credentials before proceeding to vendor sites.

A twelve (12) foot front space, one table, a chair and a trash bag will be provided to each vendor. Limited water and electricity are available. Festival events begin at 10 am.

Important Registration Dates: On-line registration for vendors begins February 15, 2018. Late registration fees apply after May 31, 2018 whether registration is on-line, by mail, in our offices or at the Festival on 6/23. A non-refundable fee of \$25 for all regular and service vendors, and \$50 for food vendors will be added to registration costs for late registration. A separate registration fee and maintenance deposit is required for each booth location. Registrations after Friday, June 15, 2018 must be made at the Festival.

Vendor Fee: Registration for regular and service vendors is \$125. Registration for food vendors (anyone selling food or drinks) is \$175. Vendors are not permitted to sell canned sodas. Sale of canned sodas is reserved for Festival Committee only!

Maintenance Fee: Regular and Service vendors \$50, Food vendors \$100. This fee will be returned by mail within 20 days after the Festival only if you abide by all applicable rules including turning in Festival credentials, presenting a clean and grease free vendor area, returning table and chair (if applicable.)

Only cash or money orders will be accepted on June 23, 2018. **NO REFUNDS AND NO RAIN DATE!**

Please carefully read the following rules for vendors. In order to complete your registration, you must sign and return the last page. You may register at www.AfricanAmericanFestival.us, or you may mail a paper copy of the application with supporting documents to ICCL, 39 S. West Street, Dover, DE 19904.

As a vendor for the 2018 African American Festival you are required to abide by the following:

1. Please register by May 31, 2018. Registrations received after May 31st will incur late fees. You may register on line at www.AfricanAmericanFestival.us.
2. Online registration ends Friday, June 15, 2018.
3. The Registration/Check-In Tent at Legislative Mall will open at 7 am on Saturday, June 23, 2018. You must check in before you set up your booth.
4. The Festival Committee can provide one table, one chair, and one trash bag. Water and electricity are very limited.
5. Charcoal/Gas/Electric grills are prohibited on grassy area. Small generators are permitted. **IMPORTANT:** You must cover the ground underneath your grill/cooking area with a fire resistant grill pad. Cardboard, plastic, cloth, wood and other flammable materials are not acceptable. Grill pads are available at **LOWES**



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and HOME DEPOT. **You will not be permitted to vend during the Festival if you do not have a grill mat to cover the floor of your cooking area!!**

6. The Regular and Service Vendor fee is \$125 through May 31, 2018, plus a \$50 maintenance fee. Registrations for Regular and Service Vendors received after May 31st must add a late fee of \$25. The Food Vendor fee is \$175 plus a maintenance fee of \$100. Registration for Food Vendors received after May 31, 2018 must add a \$50 late fee. Maintenance fees for all vendors will be refunded within 20 business days of successful check-out (see #6 below).
7. All vendors are required to check out before leaving. In order to check out successfully, your booth area must be trash and spill/stain free, do not leave any items behind, chair and table must be returned (if applicable), badges/credentials issued during check-in must be returned to the check-in area. Food vendors: when cleaning your area you must remove any oil you brought with you. Do not pour oil in the drains. This is a violation of Delaware law.
8. Vendor vehicles are not permitted to enter the grass area. Loading and unloading must be done from the street. Heavy equipment or items that may damage the grass are not permitted.
9. The sale of canned sodas is reserved for the Festival Committee. Vendors may sell water, tea, lemonade or bottled sodas.
10. The vendor space is a 12 foot front. Vendors requiring more than 12 feet must purchase an additional booth at the full price rate, including the maintenance deposit. Please do not move space markers or encroach upon your neighbor's space.
11. Loud or profane music at vendor spaces is not permitted. Drugs and alcohol are prohibited. Animals other than guide or helping dogs are not permitted. The sale of fireworks, sparklers, stingers, gummy streamers, or other nuisance items is strictly prohibited by law. Violators will face prosecution.
12. Vendors will be monitored throughout the day. Badges/credentials must be available at all times for inspection.
13. Address questions to the Festival Committee at Sanicaaf@comcast.net or call 302-883-2180.
14. Vendors must abide by all safety rules. Do not block or obstruct any intersection or roadway. Emergency, police, fire and other vehicles must be able to drive through streets. All vehicles must be parked legally. Violators will be ticketed and/or towed.
15. **If you are selling/vending at the Festival, you are considered a business. You are responsible for obtaining all required licenses, permits and inspections and must have documents available for inspection during the event.**

Required for all vendors:

[City of Dover Business License](#)

<https://evogov.s3.amazonaws.com/media/27/media/24394.pdf>



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State of Delaware Business License
https://firststeps.delaware.gov/get_license.shtml

Required for food vendors:

Food: Establishments (restaurant, food truck, bakery, diner, caterer, frozen dessert stand, butcher, food delivery, others)
https://firststeps.delaware.gov/food_establishments.shtml

State of Delaware Requirements for Temporary Food Establishments
<http://www.dhss.delaware.gov/dhss/dph/hsp/tfereqs.html>

Delaware Division of Public Health Application for Operating Temporary Food Establishments
<http://www.dhss.delaware.gov/dhss/dph/hsp/files/tfeapplic.pdf>

IMPORTANT: Generators require an electrical inspection – you must contact the Fire Marshal’s Office for a list of approved electrical inspection agencies. (302) 736-4457

I certify that I have read, understand, and will abide by all rules as noted above. I also certify that I have obtained all necessary licenses, inspections, and permits in order to vend/participate in the 2018 African American Festival on June 23, 2018 on Legislative Mall in Dover, Delaware. I understand my registration is not complete until this form is signed, submitted and witnessed by Festival staff.

Business Name (printed) _____

Authorized Representative (printed) _____

Signature _____

Date _____

Witnessed (Festival Staff) _____