

2023 African American Festival Vendor Rules and Guidelines

Dear Colleagues,

It is my pleasure to announce the **33rd annual African-American Festival, “Positively Dover.”** The event is scheduled for **Saturday, June 24, 2023**, at Legislative Mall (Legislative Avenue), Downtown Dover, DE 19901. Entertainment will feature jazz, gospel, African drumming, dancing, poetry and more. “Positively Dover is a family program focused on education, information, and family values. Festival hours are from 11:00 am until 6:00 pm.

General information: Check-in on-site will begin at 7 am Saturday, June 24, 2023. All vendors must report to the Vendor Check-in/Information Tent to check in and pick up credentials before proceeding to assigned location.

A twelve (12) foot front space, one table, and a trash bag, will be provided to each vendor. Limited water and electricity are available.

Important Registration Dates: On-line registration for vendors begins March 13, 2023. A separate registration fee is required for each booth location. **There will be no on site registration.** **IMPORTANT NOTE: ALL FOOD VENDORS SHOULD REGISTER AS SOON AS POSSIBLE AND NO LATER THAN FRIDAY, June 9 , 2023 in order to meet all State of Delaware license and food safety/health requirements. The State of Delaware Department of Health and Social Services requests at least 10 days to process your documentation.**

Licenses and permits for all vendors must be displayed during the Festival!

Vendor Fee: Registration for **regular and service vendors is \$150**. Registration for **food vendors (anyone selling food or drinks) is \$200**.

Vendors are not permitted to sell canned sodas. Sale of canned sodas is reserved for Festival Committee only! Vendors are required to remove all trash and ensure their areas are left clean after the Festival. Tables must be returned to the Check-In/Information booth.

THIS IS A RAIN OR SHINE EVENT. 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 iclclarts.org/aaf, 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 2023 African American Festival you are required to abide by the following:

1. Online registration ends Friday, June 16, 2023 4 pm.
2. The Check-In Tent at Legislative Mall will open at 7 am on Saturday, June 24, 2023. You must check in **before** you set up your booth.
3. The Festival Committee can provide one table and one trash bag. Water and electricity are very limited.
4. Charcoal/Gas/Electric grills are prohibited on grassy areas. 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 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!!**
5. The Regular and Service Vendor fee is \$150. The Food Vendor fee is \$200. There are no maintenance fees/deposits.
6. 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, tables 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.**
7. 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.
8. The sale of canned sodas is reserved for the Festival Committee. Vendors may sell water, tea, lemonade or bottled sodas.
9. The vendor space is a 12 foot front. Vendors requiring more than 12 feet must purchase an additional booth at the full price rate. Please do not move space markers or encroach upon your neighbor's space.
10. Loud or profane music at vendor spaces is not permitted. Drugs and alcohol are prohibited. Animals other than guide or service 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.
11. Vendors will be monitored throughout the day. Business licenses, food permits, badges/credentials must be available at all times for inspection.
12. Address questions to the Festival Committee at AAFregistrations@icclarts.org or call 302-883-2180.

13. 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.

14. **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 posted and available for inspection during the Festival.**

Required for all vendors:

YOU MUST HAVE A DELAWARE BUSINESS LICENSE:

<https://onestop.delaware.gov/>

Business License Assistance – (302)577-8778

Required for food vendors:

[Food: Establishments \(restaurant, food truck, bakery, diner, caterer, frozen dessert stand, butcher, food delivery, others\) - Business First Steps - State of Delaware](#)

Office of Food Protection can be contacted by phone at 302-744-4546.

[TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS - Delaware Health and Social Services](#)

<https://dhss.delaware.gov/dph/hsp/tfereqs.html>

[APPLICATION FOR PERMIT TO OPERATE A TEMPORARY FOOD ESTABLISHMENT](#)

CITY OF DOVER REQUIREMENTS

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

_____ • **ELECTRICAL:** Electrical cords should not be located where they would be subject to pedestrian or vehicular traffic. If electrical cords are located where they are subject to pedestrian or vehicular traffic, precautions and protection for the electrical cords must be provided. Electrical work shall comply with the National Electrical Code requirements for outdoor events and performed by a licensed electrical contractor. All temporary generators must receive an electrical inspection prior to the event.

**United Inspection Agency 3 Crestfield Road Wilmington, DE 19810
267-718-8735**

o Temporary membrane structures (i.e. tents, canopies, air supported or air inflated structures) shall comply with the principal building setbacks for the property and shall not be located within 20 feet of lot lines, buildings, other temporary membrane structures, other tents and canopies, parked vehicles or internal combustion engines (generators). For the purpose of determining required distances, support ropes and guide wires shall be considered as part of the temporary membrane structure, tent or canopy. _____

o Hay, straw, shavings or similar combustible materials shall not be located within any structure containing an assembly occupancy, except the materials necessary for the daily feeding and caring of animals. Sawdust and shavings utilized for a public performance or exhibit shall be prohibited provided the sawdust and shavings are kept damp; however,

Fire Marshal approval is required. The area within and adjacent to the tent or air supported structure shall be kept clear of all combustible materials or vegetation that could create a fire hazard within 20 feet from the structure. _____

o Liquid and gas fueled vehicles and equipment used for display within tents, air supported, air inflated or tensioned membrane structures or temporary canopies shall be in accordance with the following 5 requirements; _____

Batteries shall be disconnected in an appropriate manner. Fueling vehicles or equipment shall not be fueled or defueled within the structure. Fuel in the fuel tank shall not exceed one-quarter of the tank capacity or 5 gallons; whichever is less. Fuel tank openings shall be secured to prevent the escape of fuel vapors. Location of vehicles or equipment shall not obstruct egress.

• GENERATORS: Generators and other internal combustion power sources shall be separated from tents, air supported, air inflated or tensioned membrane structure, temporary membrane structure or canopies by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosures or other approved means. _____ 9
City of Dover Revised on 07/21/2021 15 Loockerman Plaza Dover, DE 19901 Phone: (302) 736-7010 Fax: (302) 736-4217

• COOKING: All cooking operations will require a minimum of one 5lb ABC Dry Chemical Fire Extinguisher and one 5lb Type K Fire Extinguisher. You may NOT discharge any cooking materials down the storm sewer system. All cooking materials must be properly disposed of, off premises. _____

• NO SMOKING: Smoking shall not be permitted in temporary membrane structures, tents and canopies or in adjacent areas where combustible materials are stored or used. No smoking signs shall be conspicuously posted. Smoking is prohibited on ALL City of Dover property. _____

• **OPEN / EXPOSED FLAMES:** Open flames or other devices emitting flame, fire, heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved device shall not be permitted inside or located within 20 feet of the tent, air supported, air inflated or tensioned membrane structures while open to the public unless approved by the Code Official. Any tanks used for cooking must be properly secured. Cooking tents need to be 20 feet from the event tent (a hallway may connect the two) _____

• **STRUCTURES:** The design and construction of the fabric envelope, the method of anchoring and inflation systems for air supported and air inflated structures shall be in accordance with the current edition of related Building Codes for the City of Dover. _____

• Inspections may be required prior to the event approval. _____

• **The permitted event may be stopped at any time to include revoking the Outdoor Public Event Permit for any violation of the State, City or any other associated codes due to public safety, public nuisance or if the event is not being conducted in accordance with the issued permit.**

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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 2022 African American Festival on June 24, 2023 on Legislative Mall in Dover, Delaware. I understand my registration is not complete until this form is signed, submitted and acknowledged by Festival staff.

Business Name (printed) _____

Authorized Representative (printed) _____

Signature _____

Date _____