



March 4, 2019

Dear Merchant/Vendor:

The Montclair African-American Heritage Foundation is proud to announce that we will be sponsoring the **30th** Annual Parade and Festival on June 1, 2019 with a rain date of June 2, 2019 for the Festival. The Parade will take place "rain or shine". The Festival will begin at 1:00 P.M. in NISHUANE PARK.

At the festival, we will have vendor/exhibit space available for rent. The booth spaces are 10ft wide x 12ft deep. There will be no electricity provided and vendors/exhibitors must furnish all equipment necessary for operation of their booths. This includes tables, chairs, racks, stands, etc. Vendors are limited to purchasing no more than two (2) spaces. Set-up time will begin at 8:30 AM. The fee for vending spaces is \$130.00 prior to May 1st. Starting May 1st the cost will be \$160.00 per space. In addition to the space rental fee there is a \$25.00 Peddlers' License fee. All fees must be submitted to the MAAHF. The Foundation will secure all licenses and permits from the Township of Montclair. Please remit all fees in total to:

MAAHF
C/O Joellen Green
228 Bloomfield Ave.
MONTCLAIR, NJ 07042

Enclosed is (1) copy of the contract for exhibit space and an application for a peddlers' license.

Please make sure all documents are **SIGNED**. Applications will be processed on a first-come, first-served basis. Spaces traditionally sellout quickly, so it is important that you act promptly if you desire to participate in this exciting celebration.

Please be advised that vendors and exhibitors may only occupy officially designated and assigned spaces. Bring only the equipment and supplies that will fit in the 10' x 12' space. Pushcarts will not be permitted to roam the park. Vending carts must remain in an assigned space for the entire day. To ensure compliance with this policy, each vendor using pushcarts must submit a \$50.00 deposit and register each cart used during the event. The use of unregistered pushcarts will not be permitted.



Please make all checks/money orders payable to: MAAHF. Please do not send cash in the mail. Contracts, applications and payments should be returned to the Foundation at the address above.

No checks will be accepted after May 1, 2019.

Cash or Money Order

If you require additional information, please call **973-632-4088** between the hours of 8:30 AM and 4:30 PM, Monday through Friday.

Sincerely,

Joellen Green, Exhibitor/Vendor Chairperson

Enclosures



PUSH CART REGISTRATION:

PLEASE DETACH AND RETURN WITH DEPOSIT and APPLICATION FOR BOOTH SPACE

NAME _____

Of CARTS _____ x \$50.00 =\$ _____

I/We agree to abide by the rules and regulations of the Montclair African-American Heritage Foundation as set forth in the CONTRACT FOR EXHIBIT SPACE. I/We do further agree to follow the directions of the Foundation during the course of the event, including set-up and breakdown. I/WE understand that failure to follow the directives of the Foundation concerning the use of VENDING PUSH CARTS will result in the forfeiture of my/our deposit.

SIGNATURE _____

DATE _____

PLEASE MAIL TO:

PLEASE REMIT ALL FEES IN TOTAL TO:

MAAHF

C/O Joellen Green

228 Bloomfield Ave.

Montclair, NJ 07042

Celebrating Our Heritage for 30 Years.

MAAHF.ORG



CONTRACT FOR EXHIBIT SPACE

I/We hereby agree to abide by the rules and regulations of the Montclair African-American Heritage Foundation (hereafter referred to as The Foundation) as set forth in this contract, all of which are made a part thereof. I/We request the following exhibit space for my/our use.

BOOTH SPACE (S)

Please reserve _____ booth (s) – **standard 10ft. wide x 12ft. deep** for the Nishuane Park. I/We shall display or sell the following:

The Foundation reserves the right to assign booth space (s) in order to avoid conflict of displays or products. In consideration of the use of exhibit space, I/we agree to pay \$130.00* as payment for the rental of each booth space requested. In addition, I/we also agree to pay all applicable fees as required by the Township of Montclair.

Full payment, including Township fees, must accompany this signed contract. Please make checks payable to:

Montclair African-American Heritage Foundation (MAAHF).

CANCELLATIONS OF BOOTH SPACE MAY NOT BE ACCEPTED AFTER MAY 1, 2019

*BOOTH SPACES REQUESTED (To May 1st):	_____ X \$130 =	\$ _____
*BOOTH SPACES REQUESTED (Starting May 1st):	_____ X \$160 =	\$ _____
PEDDLER'S LICENSE:		\$ <u>25.00</u>
	TOTAL	\$ _____



MAAHF



MONTCLAIR AFRICAN-AMERICAN HERITAGE FOUNDATION, INC.

228 Bloomfield Avenue • Montclair, NJ 07042 Tel: 973-866-3512 • Fax: 973-744-0124

NAME OF EXHIBITING COMPANY/ORGANIZATION/AGENCY OR INDIVIDUAL:

(PLEASE PRINT OR TYPE)

NAME:
CONTACT PERSON:
TITLE:
MAILING ADDRESS:
(INCLUDE ZIP CODE)
TELEPHONE (S): BUS. () HOME ()
CELL ()
E-MAIL ADDRESS:

Please return **SIGNED** contract to:

MONTCLAIR AFRICAN-AMERICAN HERITAGE FOUNDATION

C/O Joellen Green

228 Bloomfield Ave.

MONTCLAIR, NJ 07042

PLEASE PLACE SIGNATURE ON REVERSE SIDE

Internal use only

DATE REC'D	SPACE (S) ASSIGNED	AMOUNT PD.	CHECK #

Celebrating Our Heritage for 30 Years.

MAAHF.ORG



EXHIBIT BOOTH REGULATIONS AND INFORMATION

(Booth spaces are available on a first-come, first-served basis)

A duly authorized agent of the Exhibitor must sign the application for the exhibit space. Full payment must accompany this contract. Confirmation will be returned to the Exhibitor. These items together constitute a contract for the right to use the exhibit space.

ASSIGNMENT OF SPACE

All applications received will be acted upon promptly and booth assignment made according to the postmarked date of mailing. The decision of the Exhibit Coordinator with respect to allocation of booth space will be final and binding upon all exhibitors.

EXHIBIT SPACE

Exhibits must conform to the size of the space, and must not obstruct the view or passage of others. Booths are 10 ft. wide x 12 ft. deep. Display materials may be placed up to a height not exceeding eight feet. Exhibits not conforming to these specifications, or which in design, operation or otherwise found objectionable in the opinion of the Foundation will be prohibited. The Exhibit Coordinator reserves the right, in the best interest of the event, to relocate selected exhibitors. Exhibitors may only sell merchandise from assigned spaces. *Pushcarts will only be permitted in rented booth spaces. Pushcarts are not permitted to circulate in the park.*

TERMINATION OF EXHIBIT

Should the premises in which the Foundation plans to conduct the festival become, in the sole judgement of the Foundation, unfit for occupancy, or should the festival be materially interfered with by reason of strike, picketing, boycott, injunction, war, riot, emergency declared by a government agency, or any other act beyond the control of the Foundation this contract for exhibit space may be terminated. The Foundation will not incur any liabilities for damages sustained by the exhibitor as a result of such a termination. In the event of such termination the Exhibitor expressly waives such liability and releases the Foundation of and from any claims for damages and agrees that the Foundation shall have no obligation except to refund the Exhibitor's pro-rated share of the aggregated amount received by the Foundation as rental for exhibit space (s) after deducting expenses in connection with the exhibit.



WITHDRAWAL

Withdrawal by the exhibitor will not be accepted unless the Foundation has received written notice of such withdrawal not later than May 1, 2019. Withdrawal of the Exhibitor subsequent to May 1, 2019 shall result in forfeiture of a minimum of fifty percent (50%) of the full price of the exhibit fees.

LIMITATION OF LIABILITIES

The Foundation nor its officers, agents, and volunteers will not be responsible for any loss, injury, or damage, including fire, theft, or vandalism which may occur to the Exhibitor, its agents, employees or wares arising from any cause whatsoever, prior to, during or subsequent to the period of this exhibit. The Exhibitor, by signing this Contract for Exhibit Space, expressly understands the terms of this agreement and indemnifies the Foundation from all claims for any such loss, injury, or damage.

INSURANCE

Exhibitors desirous of insurance coverage must purchase said coverage at their own expense.

These regulations become a part of the contract between the Exhibitor and the Foundation and have been formulated in the best interest of all concerned. The Foundation respectfully requests the full cooperation of exhibitors in the observance of these regulations. All points not covered are subject to the decision of the Exhibitor Chairperson.

EXHIBITOR SIGNATURE

TITLE

DATE