



Greetings Food Vendors:

The 22nd Henry Street Heritage Festival at Elmwood Park will be held on Saturday, September 17, 2011 from 12 noon to 10:00pm. This annual event provides the primary resources to support the ongoing programs and operations of the Harrison Museum of African American Culture. It also attracts an average of 10,000 people or more from the Roanoke Valley, the East Coast and beyond. The success of this event is due to the array of diverse entertainment, educational forums, and emphasis on the African -American heritage as expressed through the performing arts, crafts, customs and merchandise.

“Rhythms of A Village” is this year’s theme, which the Henry Street Heritage Festival will showcase throughout the day. There will be many villages to explore, educate and interact in for all persons in attendance. The day’s line up of activities includes the following:

- A health village for self awareness of health prevention and healthy living;
- A children’s village for youngsters to learn and explore different ways of having wholesome fun;
- A marketplace village for purchasing retail merchandise;
- A 411 village for receiving information on jobs, continuing education, goods and services available in the Roanoke Valley, and;
- A food village for feeding the soul with ethnic, traditional and exotic foods that will tempt all to succumb to the many alluring aromas and enticing menus.

In addition to the thematic villages, the festival will include special events such as

- The debut of “Roanoke’s Got Talent” - the finalists from a local talent search competition will perform and compete for cash prizes as the 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> place winner of the Roanoke’s Got Talent Show. The audience will determine the best of show.
- Launching the first annual Sweet Potato Pie Bake-off to be judged with bragging rights given to the winner of the contest during the festival.
- An evening concert under the stars with a headline act along with four local/regional performing groups as entertainment

Enclosed you will find a contract for becoming a food vendor. We hope you will help us raise the Henry Street Heritage Festival to an event that has memorable moments of fun, entertainment, and awareness.

If you have any questions or concerns, please do not hesitate to contact us at 540-857-4395

Best wishes,

Charles Price, Board President

**HARRISON MUSEUM OF AFRICAN AMERICAN CULTURE**  
**22<sup>ND</sup> ANNUAL HENRY STREET HERITAGE FESTIVAL**  
**SATURDAY Only**  
**SEPTEMBER 17, 2011**  
**FOOD VENDOR CONTRACT**  
festival@harrisonmuseum.com



Harrison Museum of African American Culture's 22<sup>nd</sup> Festival: "Rhythms of a Village"

Name \_\_\_\_\_  
 Business/Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

**ITEMS TO BE SOLD:** \_\_\_\_\_  
 \_\_\_\_\_

Your tent/booth size is NOT TO EXCEED 10 ft. x 12ft Will you be using a Generator? \_\_\_\_ Type \_\_\_\_\_  
 Propane Tank will be used? \_\_\_\_ If so, how many? \_\_\_\_\_

**FOOD SPACES ASSIGNED IN ORDER OF PAYMENT**

**Saturday only \$200.00**  
**Plus \$ 50.00 (refundable only after staff & city inspection )**  
**Total Fee \$250.00**

**TOTAL AMOUNT ENCLOSED:** \_\_\_\_\_

**In order to validate this contract:**

1. Full payment must be received with contract. No refunds, rain dates or cancellations.
2. Make MONEY ORDER or CERTIFIED CHECK made payable to the **Harrison Museum of African American Culture**
3. Propane tanks must be certified by the Roanoke city Fire Department and will be checked for leakage. Only propane currently in use can be used in your space location. The others must be stored in another location and a fire extinguisher must be present.
4. Last date for receiving a contract is August 31, 2011 (a \$25.00 late fee may be applied after this date)
5. Henry Street Heritage Festival name and logo is the exclusive property of the Harrison Museum of African American Culture and may not be reproduced without permission and a fee.
6. NO CARBONATED SODAS OR BOTTLED WATER TO BE SOLD BY VENDORS
7. Return a completed copy of this contract along with payment to: **Harrison Museum of African American Culture One Market Square SE, 5<sup>th</sup> Floor, Roanoke, Virginia 24011 Attn. Festival Event Coordinator**
8. The undersigned will be participating in the Henry Street Heritage Festival through arts & crafts merchandise sales on the property of Roanoke, Virginia located at Elmwood Park between the hours of 6:00am and midnight Saturday, September 17, 2011. The undersigned understands as a participant, he/she has the responsibility to exercise due care for the safety of himself/herself and others.
9. In consideration of being permitted to participate in the **Food Sales**, the parties agree that they will hold the City of Roanoke, the Harrison Museum of African American Culture, their officers, agents, employees and volunteers harmless from any and all suits, claims or liability of any type, including attorney fees for loss injury or damage to persons or property during sales located at Elmwood Park between the hours of 6:00am to midnight Saturday, September 17, 2011. The intention of the undersigned is to waive any and all officers, agents, and employees against such claims by third parties, including payment if incurred, of attorney's fees, court costs, and other associated charges.

\_\_\_\_\_  
 Signature of Agreement by Vendor

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 Approval by Henry Street Heritage Festival