

Greetings FOOD Vendor:

The Harrison Museum of African American Culture will be holding its 31st Anniversary Henry Street Festival Saturday, September 18, 2021 at Elmwood Park in downtown Roanoke.

The Henry Street Festival attracts up to 3,000 or more people from the Blue Ridge Region, the East Coast and beyond. Proceeds provide the primary resources to support the ongoing programs and operations of the Harrison Museum of African American Culture.

**The Henry Street Music Festival (3:00 p.m. to 10:00 p.m.)** line up of activities includes the following:

- A Health Village for self-awareness of health prevention and healthy living;
- A Marketplace Village for purchasing retail merchandise;
- 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.
- Music Concert Series showcasing regional performing artists which represent the music genre of jazz, oldies, R&B/Classic Soul and hip-hop/rap.

Enclosed you will find a contract for becoming a food vendor during the Henry Street Music Festival. Applications will be accepted until vendor spaces are filled. We hope you will consider joining us in making the Henry Street Festival another memorable experience.

If you have any questions or concerns, please do not hesitate to contact us at 540-857-4395 or [festival@harrisonmuseum.com](mailto:festival@harrisonmuseum.com)

Best wishes,

*Charles A. Price Jr.*

Charles A. Price Jr., Board President



**HARRISON MUSEUM OF AFRICAN AMERICAN CULTURE  
HENRY STREET MUSIC FESTIVAL**

**SATURDAY, SEPTEMBER 18, 2021**

**Elmwood Park – 3:00 PM to 10:00PM**

**FOOD VENDOR CONTRACT - 2021**

Business/Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Website/ Social Media Page: \_\_\_\_\_

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

**Your tent/booth size is NOT TO EXCEED 10 ft. x 12 ft, anything larger will be charged extra.**

Space Required: \_\_\_\_\_

Will you be using a generator? \_\_\_\_\_ Type \_\_\_\_\_

Will Propane Tank be Used? \_\_\_\_\_ If So How Many? \_\_\_\_\_

**Fee: \$340.00\* ALL SPACES TO BE LEFT CLEAN**

**\*Booths that exceed the required dimensions will be charged an additional fee that will be prorated according to the excess dimensions.**

**FOOD SPACES ASSIGNED IN ORDER OF PAYMENT (Every attempt will be made to not place booths near competing food vendors) Each Vendor must provide their own tent, table(s) and chair(s)**

<b>Saturday only</b>	<b>\$265.00</b>
<b>Plus</b>	<b><u>\$ 75.00</u> (refundable only after staff &amp; city inspection)</b>
<b>Total Fee</b>	<b>\$340.00</b>

**In order to validate this contract:**

1. Full payment must be received with contract. **No refunds or cancellations due to “Acts Of God” including inclement weather.**
2. Use PayPal, Make Money Order or Certified Check made payable to the **Harrison Museum of American African Culture.**
3. **NO FOOD OR BEVERAGES TO BE SOLD OR GIVEN OUT FREE IN MERCHADISE AREA**
4. Henry Street Heritage Festival name and logo is the exclusive property of the HMAAC and may not be reproduced without permission and a fee.
5. Return a completed copy of this contract along with payment to: **Harrison Museum of African American Culture P. O. Box 12544 Roanoke, Virginia 24026-2544 Attn. Festival Event Coordinator.**
6. **The undersigned *cannot have more than (3) three individual* participates in or around the Booth during the Festival. Tickets must be purchased to enter the festival amphitheater area!**
7. The undersigned will be participating in the Henry Street Heritage Festival through nonperishable merchandise sales on the property of Elmwood Park (Jefferson Street & Franklin Road) located in Roanoke Virginia between the hours of 10:00 a.m. and midnight Saturday September 18, 2021. The undersigned understands as a participant, he/she has the responsibility to exercise due care for the safety of himself/herself and others.
8. The parties agree that they will not 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 resulting from or arising out of undersigned use of or presence on the City or private property during the arts and merchandise sale located at Elmwood Park between the hours of 10:00 a.m. to midnight Saturday, September 18, 2021. *If submitting Certificate of Insurance to cover the above items, the certificate shall include the City of Roanoke & Harrison Museum of African American Culture as additional insureds.*
9. Each contracted merchant’s name and address will be submitted to the Virginia Department of Taxation Sales & Use Tax Information for collection purposes. For information and updates about the new sales and use tax laws, please visit VA Department of taxation at: <http://www.tax.virginia.gov/> and City of Roanoke Commission or Revenue <https://www.roanokeva.gov/635/Business-License-Tax-Rates>. You have the choice of incorporating the sales tax in your merchandise pricing or charging an additional fee for the sales tax.

10. Pay a fee of \$340.00 for the right to be one of **only 4 exclusive food truck vendors** at the Henry Street Festival on September 18, 2021.
11. Provide a quality food product and a food truck that is staffed by clean, professional and courteous personnel.
12. All food vendors must provide Product Liability Insurance for sale or distribution of any products (e.g. food, beverage, etc.) at the event. Each vendor (an entity of making a profit) must provide a A certificate of insurance which provides for \$----- Products Liability Insurance.

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

\_\_\_\_\_  
Approval by Henry Street Heritage Festival

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR USE BY THE HARRISON MUSEUM OF AFRICAN AMERICAN CULTURE:**

Date Application Received: \_\_\_\_\_

Received and filed by: \_\_\_\_\_

Space Assigned: \_\_\_\_\_ Date: \_\_\_\_\_

Documents reviewed and checked and has passed the requirements of the Henry Street Heritage Festival Committee: Date \_\_\_\_\_ Reviewed by: \_\_\_\_\_

If a refund is to be made, the reasons are noted below:

Reason for the refund: \_\_\_\_\_

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Refund Amount: \_\_\_\_\_ Check No.: \_\_\_\_\_

Date sent: \_\_\_\_\_ By: \_\_\_\_\_