



AFRICAN AMERICAN CULTURAL CENTER INC.

gatekeeper for urban generations

350 Masten Avenue Buffalo NY 14209
716.884.2013 Fax 716.885.2590
aacc@wzrd.com www.africancultural.org

Dear Concessionaire:

The African American Cultural Center is now accepting vending applications for the 2008 Pine Grill Jazz Reunion to be held on Sunday, August 3rd and Sunday, August 10th beginning at 4p.m. in Martin Luther King Jr. Park.

In order to comply with city, county and state regulations, the deadline for all applications is Wednesday, July 23rd. All applications must be mailed or submitted in person with fees to the African American Cultural Center, 350 Masten Avenue, Buffalo, NY 14209 – Attn: Paulette D. Harris by the close of business (5 p.m.) on the date.

No refunds will be issued for applications after July 23, 2008. Applications postmarked or received after July 23 will be assessed a late fee of \$75.00 and will be considered for acceptance at the discretion of the AACC Pine Grill Jazz Committee.

Absolutely no refunds will be issued for any reason after July 23, 2008

Exhibitors / Vendors / Food Concessionaires Information

Exhibitors / Dry Goods Vendors

All exhibitors and vendors must attend a mandatory meeting at the African American Cultural Center on Wednesday, July 23rd, 2008 at 6pm sharp! The Pine Grill Jazz Reunion Committee will verify all assigned vending locations and review the rules and regulations for participating in the Pine Grill Jazz Reunion.

Food Vendors

The Erie County Health Department will be present at the mandatory July 23 meeting to discuss health laws pertaining to the preparation, storage, and serving of food sold to the public. **ALL FOOD CONCESSIONAIRES MUST BE PRESENT AT THIS MEETING IN ORDER TO PARTICIPATE IN THE PINE GRILL JAZZ REUNION.**

Payment Schedule for Fees

Fees must be submitted with your application and are payable by cash, certified check or money order – partial payments will not be accepted. Please make all certified checks and money orders payable to African American Cultural Center.

The African American Cultural Center reserves the right to reject applications from concessionaires who have not followed the Pine Grill Jazz Reunion rules and regulations in the past.

The African American Cultural Center will not refund any fees due to inclement weather conditions.

This application serves as a contract between you the (Concessionaire) and the African American Cultural Center. Once it is completed and signed, please make a copy for your records before submitting it to the African American Cultural Center.

Sincerely,
Paulette D. Harris
Coordinator, AACC Pine Grill Jazz Reunion

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2008 PINE GRILL JAZZ REUNION CONCESSION FEES 2008

Fees reflect single week and double week registrations: August 3rd and August 10th (2008)

SINGLE WEEK

BOTH WEEKS

| INFORMATION ONLY | INFORMATION ONLY |
|---|---|
| <i>(No Sales: Community-based and Non-Profit Organizations)</i> | <i>(No Sales: Community-based and Non-Profit Organizations)</i> |
| <p>Space: 6ft x 12ft Deposit: \$50.00 PGJR Fee: \$100.00 Total fees: \$150.00</p> | <p>Space: 6ft x 12ft Deposit: \$50.00 PGJR Fee: \$150.00 Total fees: \$200.00</p> |
| ARTS & CRAFTS EXHIBITORS | ARTS & CRAFTS EXHIBITORS |
| <p>Space: 12ft x 12ft Deposit: \$50.00 Craft Permit \$26.25 PGJR Fee: \$250.00 Total fees: \$326.25</p> | <p>Space: 12ft x 12ft Deposit: \$50.00 Craft Permit \$26.25 PGJR Fee: \$350.00 Total fees: 426.25</p> |
| FOOD SALES / PUSH CARTS | FOOD SALES / PUSH CARTS |
| <i>(must remain stationary)</i> | <i>(must remain stationary)</i> |
| <p>Space: 12ft x 12ft Deposit: \$50.00 Food Permit: \$31.50 Health Dept. License: \$106.00 (before July 23rd) Health Dept. License: \$146.00 (after July 23rd) PGJR Fee: \$350.00 Total fees: \$537.50 (before July 23rd) Total fees: \$577.50 (after July 23rd)</p> | <p>Space: 12ft x 12ft Deposit: \$50.00 Food Permit: \$31.50 Health Dept. License: \$106.00 (before July 23rd) Health Dept. License: \$146.00 (after July 23rd) PGJR Fee: \$450.00 Total fees: \$637.50 (before July 23rd) Total fees: \$677.50 (after July 23rd)</p> |
| TRAILERS | TRAILERS |
| <p>Space: 12ft x 12ft Deposit: \$50.00 Food Permit: \$31.50 Health Dept. License: \$106.00 (before July 23rd) Health Dept. License: \$146.00 (after July 23rd) PGJR Fee: \$450.00 Total fees: \$637.50 (before July 23rd) Total fees: \$677.50 (after July 23rd)</p> | <p>Space: 12ft x 12ft Deposit: \$50.00 Food Permit: \$31.50 Health Dept. License: \$106.00 (before July 25th) Health Dept. License: \$146.00 (after July 25th) PGJR Fee: \$550.00 Total fees: \$737.50 (before July 23rd) Total fees: \$777.50 (after July 23rd)</p> |

Applications received after July 23rd will be assessed an additional late fee of \$75.00.

Due to excessive litter left behind by vendors in prior years, a \$50.00 security deposit is required. Deposits will be returned within three weeks after the event.

Due to space availability, African American Cultural Center reserves the right to close concession registration without previous notice.

Health Department License

IMPORTANT!!!! All food vendors must pay the fees designated by the Health Department for License for the Pine Grill Jazz Reunion regardless if they currently have one for their business. The Pine Grill Jazz Reunion is considered a special event and therefore all food vendors must pay this fee.

Fees are as follows: \$106.00 for early registration (after July 23rd the fee is \$146.00). This fee is non negotiable.

The total application amount must be paid in full at the time of registration. Fees are payable by Cash, Certified Check or Money Order. Please make all Certified Checks and Money Orders payable to African American Cultural Center.

TERMS OF CONTRACT *(Please keep this for future reference)*

By completing, signing and submitting this Application you agree to the following:

1. Food Concessionaires are required to meet with the County Health Officials. This meeting has been scheduled for Wednesday, July 23rd at 6pm at the African American Cultural Center, 350 Masten Avenue, Buffalo, NY 14209.
2. All Concessionaires must ***complete*** their set up no later than 1pm on both days. Once booths have been set up someone must remain in that area at all times. Do not set up your booth and leave the park area.
3. All Concessionaires will stop selling and close down at 9:00pm. This is imperative because the park must be cleared of event participants prior to the park closing.
4. All vendors are responsible for keeping their area clean to ensure the return of the security deposits.
5. Pine Grill Security personnel and/or Buffalo Police personnel have the right to close down any vendor as directed by the Concessions committee or Erie County Health Dept. They reserve the right to escort vendors from the event that are not in compliance with the Pine Grill Jazz Reunion rules and regulations.
- 6. Provide a list of all items for sale. Only listed items approved by the concessions committee will be permitted to be sold. Be very specific. Items not listed will not be allowed. Attach an additional sheet of paper if necessary.**
7. The African American Cultural Center prohibits the sale of any merchandise with vulgar, offensive language or gestures. This includes but is not limited to the following: T-shirts, pictures, mugs, posters, audio tapes, video tapes, etc.

8. Vendors shall not bring in boom boxes, personal sound equipment or any amplified sound. Any vendor who does not comply will be removed from the Pine Grill Jazz Reunion event site (Martin Luther King Jr.)
9. Payment of concession fees only entitles one to dispense materials of the individual category designated. **Food items requires specific permits. Exhibitors require separate permits.**
10. Vendor agrees not to reassign, sublet or share any part of its assigned space with any individual, organization, or group. Any vendor who sublets or sells space will be removed from the park and all fees will be forfeited.
11. All vendors will be assigned a specific location in order of receipt of application postmark or posting. All merchandise must remain inside your booth. Walkways must remain open.
12. Applications must be mailed or submitted in person to the attention of Paulette D. Harris, African American Cultural Center, 350 Masten Avenue, Buffalo, NY 14209.
13. Applications are subject to approval by the Pine Grill Jazz Reunion Concessions Committee. The African American Cultural Center reserves the right to reject applications from concessionaires who have not followed the rules and regulations in prior years.
14. The African American Cultural Center will not issue any refunds due to inclement weather conditions.
15. Signing this application constitutes an agreement that Concessionaires shall take no legal action against the African American Cultural Center, its Committees, Directors, or agents for injury or loss.

I understand the conditions of entry and agree to honor them. I recognize that completing and signing this application constitutes a contract between myself and African American Cultural Center Pine Grill Jazz Reunion. I have retained a photocopy of this application.

Signature of Concessionaire (Required)

Date

OFFICE USE ONLY:

Application Number: _____

Application Date: _____

Payment by: cash _____ Certified Check _____ Money Order _____

Amount Collected: \$ _____ Date: _____

Staff Person: _____

Space Assignment: _____

Please Return This Form and the Signed Terms of Contract with Payment
Applications will not be processed without payment in full.
No Personal Checks! Only Cash, Certified Check or Money Order Will be accepted.

Date of Application _____ Please Print Clearly!

Applicant Name _____ Email: _____

DBA/ or Name of Stand (if Different from above) _____

Address of the Applicant _____

City _____ State _____ Zip Code _____

Check Type of Concessions: Information Exhibitors Food

Please list items for sale or information to be distributed (*Please read item #7 of this contract*).
Attach additional sheet if necessary.

Due to space limitations, no more than for (4) persons can work one stand at any given time.
List all names for identification and permit purposes. _____

Which weeks will you be operating? Sun., Aug. 3rd _____ Sun. Aug. 10th _____

Will you be using a tent? Yes _____ No _____ (*All food vendors must have a canopy*)

Amount for Concessions (*Please refer to fee schedule on page 2*) \$ _____

Total amount enclosed with this application (**\$50.00 Deposit must be include : see Page 3.**)

\$ _____

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