



January 1, 2019

Dear Vendor:

**WE ARE CELEBRATING THE 44th ANNIVERSARY** of the **ODUNDE African-American Festival** which will take place on **Sunday, June 9, 2019** at 23<sup>rd</sup> and South Streets. The Festival hours are 10:00AM until 8:00PM and will feature 8 hours of continuous live entertainment on TWO STAGES. **We are the largest African-American Street Festival in THE COUNTRY attended by up to 500,000 people.**

Vending space for the festival is available on a first-come basis (**PLEASE READ THE ENTIRE VENDOR PACKET**). The best way to assure prime space is to get your fee in early. Booth fees are **\$450.00** for arts & crafts and **\$500.00** for food vendors. Your application must be accompanied by full payment for each space you purchase. *Vending space measures 4ft. x 8ft. and you are responsible to provide your own table, chairs and electricity.*

**All 10ft. x 10ft. spaces (IF YOU HAVE A TENT/CANOPY) YOU MUST PAY FOR (2) SPACES.**

The deadline for **ALL** mail-in applications is **May 24, 2019**. Any applications received or postmarked after **May 24, 2019** will be **ASSESSED** a **\$50.00 late fee**. Please complete the application and mail it with your **U.S. POSTAL MONEY ORDERS ONLY**

*(WE DO NOT ACCEPT PERSONAL OR BUSINESS CHECKS) TO:*

**ODUNDE, INC.  
P.O. Box 21748  
Philadelphia, PA 19146**

We could not have made it this far without YOU...**44 YEARS OF ODUNDE!!!**

Sincerely,

Oshunbumi Fernandez-West  
CEO

**WWW.ODUNDEFESTIVAL.ORG**

## **ODUNDE FESTIVAL RULES AND REGULATIONS**

1. **NO RAIN DATE AND NO REFUNDS FOR ANY REASON AT ALL!!!**
2. **NO ROVING VENDORS AROUND FESTIVAL AREA.**
3. **ALL VENDORS MUST HAVE INSURANCE TO PARTICIPATE IN THE FESTIVAL.**
4. **WE DO NOT GUARANTEE REVENUE OR A CUSTOMER BASE FOR ANY VENDOR!!!**
5. **IF YOU HAVE A TENT/CANOPY - YOU MUST PURCHASE (2) SPACES OR YOU WILL BE SHUT DOWN!!!!**
6. **IF YOU ARE SHUT DOWN BY ANY CITY OF PHILADELPHIA DEPARTMENT OR AGENCY (i.e. Health Department, Licenses and Inspections), NO REFUNDS WILL BE ISSUED.**
7. **ALL VENDORS ARE RESPONSIBLE FOR FINDING THEIR OWN PARKING FOR THEIR VEHICLES.**
8. **VENDORS MUST BE SET UP BY 9:00AM AND STOP SELLING ALL FOOD & MERCHANDISE AT 8PM!!!**  
**NO CARS OR TRUCKS ALLOWED IN FESTIVAL AREA AFTER THIS TIME.**
  - **ANY VENDOR WHO DAMAGES THE PROPERTY IN WHICH THEY ARE SET-UP IN OR ON WILL BE HELD FINANCIALLY RESPONSIBLE.**
  - **ALL FOOD VENDORS MUST HAVE A "FLOOR" FOR THEIR BOOTHS TO PROTECT FROM ANY COOKING OIL OR OTHER PRODUCTS FROM DAMAGING THE GROUND. THE FOOD VENDOR WILL NOT BE ALLOWED TO SET-UP UNLESS "FLOOR" COVERING IS ON SITE. ALL FOOD VENDORS MUST ADHERE TO ALL PHILADELPHIA FIRE DEPARTMENT RULES AND REGULATIONS.**
9. **FOOD VENDORS MUST HAVE ALL PROPER LICENSES AND PERMITS PRIOR TO THE FESTIVAL TO PARTICIPATE. ALL FOOD VENDORS SHOULD BE IN COMPLIANCE WITH LOCAL VENDING REGULATIONS by 5/10/19. CONTACT THE CITY OF PHILADELPHIA HEALTH DEPARTMENT FOR FURTHER INFORMATION, AT 215-685-7489.**
10. **ALL DISPLAYS MUST CONFORM TO THE ALLOTTED SPACE OF 4' FEET BY 8'FEET. VENDORS WITH TENTS/CANOPY (10FT X 10 FT) SPACE MUST PURCHASE (2) SPACES.**
11. **NO ALCOHOLIC BEVERAGES OF ANY KIND TO BE SOLD.**
12. **ALL FEES MUST BE PAID IN FULL BEFORE IDS WILL BE GIVEN.**
13. **ALL VENDORS MUST DISPLAY OFFICIAL ODUNDE FESTIVAL ID AT ALL TIMES OR THEY WILL BE REMOVED FROM THE FESTIVAL AREA BY POLICE.**
14. **FOOD VENDORS MUST HAVE SUFFICIENT CONTAINERS TO DISPOSE OF COOKING OIL AT THE END OF THE FESTIVAL. ANY FOOD VENDOR WHO DISPOSES OF THE OLD COOKING OIL IMPROPERLY WILL BE FINED AND SUSPENDED FROM ATTENDING NEXT YEAR'S FESTIVAL.**
15. **NO REFUNDS IF YOU ARE LATE FOR ANY REASON OR DO NOT SHOW UP AT YOUR DESIGNATED AREA DURING THE ALLOTTED TIME: 7:00AM THRU 9:00AM SET UP.**
16. **NO VENDING BEYOND THE FESTIVAL BOUNDARIES:**
  - A. **19<sup>TH</sup> & SOUTH STREET WEST TO 24<sup>TH</sup> AND SOUTH STREETS.**
  - B. **23<sup>RD</sup> STREET SOUTH OF NAUDAIN STREET INTO GRAYS FERRY AVENUE TO CHRISTIAN STREET. 22<sup>ND</sup> STREET FROM NAUDAIN TO BAINBRIDGE STREETS.**
17. **PROTECT YOUR OWN PROPERTY, AS ODUNDE, INC. SHALL HAVE NO LIABILITY AND SHALL NOT BE RESPONSIBLE FOR ANY LOST, STOLEN, OR DAMAGED PROPERTY OR OTHER LOSSES OR NEGLIGENCE.**
18. **ODUNDE RESERVES THE RIGHT TO REJECT INAPPROPRIATE EXHIBITS AND/OR MATERIALS/VENDORS.**
19. **THE SALE OF "ODUNDE" TEE SHIRTS, POSTERS, BASEBALL CAPS, MUGS, OR ANY, OTHER MEMORABILIA BEARING THE ODUNDE NAME OR LOGO IS PROHIBITED. THE SALE OF ODUNDE MERCHANDISE IS RESERVED SOLEY AND EXCLUSIVELY FOR ODUNDE, INC.**
20. **VENDOR FEES ARE \$450.00 FOR ARTS & CRAFTS AND \$500.00 FOR FOOD VENDORS, IF RECEIVED BY MAY 24, 2019. ALL SPACES AFTER MAY 24, 2019 WILL BE AN ADDITIONAL \$50.00. NO EXCEPTIONS!!!**
21. **ANY FALSIFICATION WILL RESULT IN IMMEDIATE \$50.00 FEE BEING CHARGED OR YOU WILL BE SHUT DOWN BY ODUNDE, INC. OFFICIALS.**

# **ATTENTION: ALL VENDORS**

## **THE CITY OF PHILADELPHIA**

### **DEPARTMENT OF LICENSE AND INSPECTIONS**

#### **REQUIRES ALL VENDORS TO HAVE:**

- 1) ANNUAL BUSINESS PRIVILEGE LICENSE - (PLUS PROCESSING FEES)  
**GO TO: WWW.PHILA.GOV**
  
- 2) A PHILADELPHIA TAX ID NUMBER (NO COST)  
**GO TO: WWW.PHILA.GOV**
  
- 3) HEALTH LICENSE (FOR FOOD VENDORS ONLY) FEE

(PRICES CAN CHANGE, PLEASE CALL 215-686-2400)  
**FOR PHILADELPHIA DEPT. OF LICENSES AND INSPECTIONS FEES**

VISIT OUR WEBSITE: [WWW.ODUNDEFESTIVAL.ORG](http://WWW.ODUNDEFESTIVAL.ORG).

***AND "CLICK" THE VENDOR TAB FOR MORE INFORMATION!!!***

# VENDOR APPLICATION 2019

**(PLEASE READ ALL (4) PAGES & COMPLETE THE ENTIRE APPLICATION FORM)**

DATE: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CELL#: \_\_\_\_\_ (MANDATORY-IN CASE OF EMERGENCY)

EMAIL ADDRESS: \_\_\_\_\_ (MANDATORY)

**FOOD VENDOR** \_\_\_\_\_ (PLEASE CHECK ONE)

WHAT TYPE?

AFRICAN     JAMAICAN     SOUL     VEGETARIAN     WATER ICE  
 OTHER \_\_\_\_\_

**ARTS & CRAFT** \_\_\_\_\_ (PLEASE CHECK ONE)

WHAT ARE YOU SELLING?

MUSIC     CLOTHING     ART WORK     BOOKS     JEWELRY     OTHER \_\_\_\_\_

# OF SPACES PURCHASING: \_\_\_\_\_ (IF YOU HAVE A TENT/CANOPY YOU MUST PURCHASE (2) SPACES)

AMOUNT ENCLOSED: \$ \_\_\_\_\_ (U.S. POSTAL MONEY ORDERS ONLY)

**NO PERSONAL OR COMPANY CHECKS**

BY SIGNING BELOW, I HAVE READ ALL (4) PAGES OF THIS APPLICATION AND AGREE TO FOLLOW ODUNDE'S VENDOR'S RULES. IN ADDITION, I UNDERSTAND THAT I MUST BE LICENSED AND INSURED TO PARTICIPATE IN THE FESTIVAL.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

[WWW.ODUNDEFESTIVAL.ORG](http://WWW.ODUNDEFESTIVAL.ORG)

**READ ALL (4) PAGES OF THIS VENDOR PACKET!!!<sup>2019</sup>**