

# ODUNDE 365

January 31, 2023

Dear Vendor:

**WE ARE CELEBRATING THE 48<sup>th</sup> ANNIVERSARY** of the **ODUNDE African-American Festival** which will take place on **Sunday, June 11, 2023** at 23<sup>rd</sup> and South Streets and Gray's Ferry Avenue. 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 **\$525.00** for Arts & Crafts and **\$575.00** 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.*** Any questions, please call 267-320-4364.

The deadline for **ALL** mail-in applications is **May 26, 2023**. Any applications received or postmarked after **May 26, 2023** 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*):

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

We could not have made it this far without YOU...**48 YEARS OF ODUNDE!!!**

Sincerely,

Oshunbumi Fernandez-West  
CEO

**WWW.ODUNDEFESTIVAL.ORG**

# ODUNDE 365

## ODUNDE FESTIVAL RULES AND REGULATIONS

1. **NO RAIN DATE AND NO REFUNDS FOR ANY REASON AT ALL!!!**
2. **ALL DISPLAYS MUST CONFORM TO THE ALLOTTED SPACE OF 4' FEET BY 8' FEET. VENDORS WITH TENTS/CANOPYS(10FT X 10 FT)SPACE OR LARGER MUST PURCHASE (2 OR MORE) SPACES.**
3. **NO SHARING VENDOR SPOTS. NO ROVING VENDORS FOR ANY REASON AT ALL!!!!!!**
4. **ALL VENDORS MUST HAVE INSURANCE TO PARTICIPATE IN THE FESTIVAL.**
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 DEPARMENT 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 SET UP BETWEEN 7AM-9AM. STOP COOKING ALL FOOD AT 7PM. STOP SELLING ALL FOOD AND MERCHANDISE AT 8PM. IF YOU DO NOT, YOU WILL NOT BE ALLOWED TO VEND AT FUTURE ODUNDE FESTIVALS!!!**  
NO CARS OR TRUCKS ALLOWED IN FESTIVAL AREA AFTER THIS TIME.
  - ANY VENDOR WHO DAMAGES THE PROPERTY IN WHICH THEY ARE SET-UP 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 PRESENT.
  - ALL FOOD VENDORS MUST HAVE A PHILADELPHIA FIRE DEPARTMENT COMPLIANCE "ROOF" TO COVER THEIR FOOD AND COOKING EQUIPMENT.
9. **FOOD VENDORS MUST HAVE ALL PROPER LICENSES AND PERMITS PRIOR TO THE FESTIVAL TO PARTICIPATE. ALL FOOD VENDORS MUST BE IN COMPLIANCE WITH LOCAL VENDING REGULATIONS by 5/11/2023. CONTACT THE CITY OF PHILADELPHIA HEALTH DEPARTMENT FOR FURTHER INFORMATION, AT 215-685-7489.**
10. **NO ALCOHOLIC BEVERAGES OF ANY KIND TO BE SOLD.**
11. **ALL FEES MUST BE PAID IN FULL BEFORE FESTIVAL'S CREDENTIALS AND IDS WILL BE GIVEN.**
12. **ALL VENDORS MUST DISPLAY OFFICIAL ODUNDE FESTIVAL CREDENTIALS/ ID AT ALL TIMES OR THEY WILL BE REMOVED FROM THE FESTIVAL AREA BY POLICE.**
13. **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 BANNED FROM PARTICIPATING IN ANY FUTURE FESTIVALS.**
14. **NO REFUNDS IF YOU ARE LATE FOR ANY REASON OR DO NOT SHOW UP AT YOUR DESIGNATED AREA DURING THE ALLOTTED TIME(7:00AM - 9:00AM) TO SET UP.**
15. **NO VENDING BEYOND THE FESTIVAL BOUNDARIES:**
  - A. 18<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 & CHRISTIAN STREET.
  - C. 22<sup>ND</sup> STREET FROM LOMBARD TO BAINBRIDGE STREETS.
16. **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.**
17. **ODUNDE RESERVES THE RIGHT TO REJECT INAPPROPRIATE EXHIBITS AND/OR MATERIALS/VENDORS.**
18. **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.**
19. **VENDOR FEES ARE \$525.00 FOR ARTS & CRAFTS AND \$575.00 FOR FOOD VENDORS, IF RECEIVED BY MAY 26, 2023. ALL SPACES AFTER MAY 26, 2023 WILL BE AN ADDITIONAL \$50.00. NO EXCEPTIONS!!!**
20. **ANY FALSIFICATION WILL RESULT IN VENDOR NOT PARTICIPATING AT ODUNDE AND YOU WILL BE SHUT DOWN BY ODUNDE, INC. OFFICIALS.**

**YOU MUST READ THE FRONT AND BACK OF THIS PAGE!!!!**



**ATTENTION: ALL VENDORS**

**THE CITY OF PHILADELPHIA**

**DEPARTMENT OF LICENSE AND INSPECTIONS**

**REQUIRES ALL VENDORS TO HAVE:**

- 1) ANNUAL BUSINESS PRIVILEGE LICENSE- FEE COST(PPLUS PROCESSING FEES)
- 2) A PHILADELPHIA TAX ID NUMBER( NO COST- MUST REGISTER ONLINE – GO TO: ([WWW.PHILA.GOV](http://WWW.PHILA.GOV)) FOR MORE INFORMATION
- 3) HEALTH LICENSE(FOR FOOD VENDORS ONLY)-FEE COST

(PRICES MAY CHANGE PLEASE CALL THE NUMBER BELOW TO VERIFY)  
**PHILADELPHIA DEPT. OF LICENSES AND INSPECTIONS 215-686-2400**

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

**YOU MUST READ ALL PAGES OF THIS VENDOR APPLICATION!!!**



## VENDOR APPLICATION FORM 2023

(PLEASE READ FULLY, PRINT CLEARLY AND COMPLETE EVERY SECTION ON THIS APPLICATION)

DATE: \_\_\_\_\_ (PRINT CLEARLY)

VENDOR NAME: \_\_\_\_\_ (PRINT CLEARLY)

ADDRESS: \_\_\_\_\_ (PRINT CLEARLY)

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ (PRINT CLEARLY)

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

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

**ARE YOU A FOOD VENDOR?** \_\_\_\_ (PLEASE CHECK ONE)

SOUL: \_\_\_\_ CARIBBEAN: \_\_\_\_ AFRICAN: \_\_\_\_ AMERICAN: \_\_\_\_ VEGETARIAN: \_\_\_\_ OTHER: \_\_\_\_\_

**ARE YOU AN ARTS & CRAFT VENDOR?** \_\_\_\_ (PLEASE CHECK ONE)

ARTWORK& ARTIFACTS: \_\_\_\_ CLOTHING: \_\_\_\_ MUSIC: \_\_\_\_ JEWELRY: \_\_\_\_ TEES: \_\_\_\_ 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 PAGES OF THIS APPLICATION AND I AGREE TO FOLLOW ALL OF ODUNDE'S VENDOR'S RULES. IN ADDITION, I UNDERSTAND THAT I MUST BE LICENSED AND INSURED TO PARTICIPATE IN THE FESTIVAL.

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

**MAIL COMPLETED APPLICATION FORM WITH PAYMENT TO:**

**ODUNDE  
P.O.BOX 21748  
PHILADELPHIA, PA 19146**

**YOU MUST READ ALL 4 PAGES OF THE VENDOR APPLICATION  
PLEASE COMPLETE EVERY SECTION OF THE VENDOR APPLICATION FORM.  
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.  
PAYMENT MUST BE ACCOMPANIED WITH APPLICATION TO BE A VENDOR**

(D/R: \_\_\_\_\_) - (M/O- CARD- CAP/SQ \_\_\_\_\_) - STAFF ONLY

