

# **Elegba Folklore Society**

## **30<sup>th</sup> Down Home Family Reunion**

### **MERCHANDISE VENDOR APPLICATION**

#### **OVERVIEW**

**Elegba Folklore Society** thanks you for your interest in the **30<sup>th</sup> Down Home Family Reunion**. This **Celebration of African American Folklife** will happen **Sunday, September 12, 2021 in Richmond, Virginia**. The festival will be held from **2:00p – 7:00p** at **Kanawha Plaza**, 8<sup>th</sup> and Canal Streets, downtown. Directions & load-in will be sent to registered participants.

**Elegba Folklore Society** is pleased to bring you this year's event featuring a variety of **performances, children's events and interactive site demonstrations thematically**. The **Down Home Family Reunion** connects aspects of West African traditions with those of African Americans through the ambience of a family gathering. As with most family reunions, food from traditional recipes is a centerpiece. With an expected attendance of 3,000, and in caring for everyone's safety, this anticipated summer event becomes complete with a **marketplace**.

#### **THEMATIC**

You are invited to vend in the **Juanita Ragland Heritage Market**. *In keeping with the theme of the Down Home Family Reunion, we will only place vendors who offer Africentric items, handmade items, jewelry, items imported from the African Diaspora, original art and prints, wearable art, cultural books, all natural whole body care products, collectibles and memorabilia.* Accordingly, you must maintain this integrity and theme in the items you offer. The festival reserves the right not to place vendors who fall outside of these guidelines. **Please be specific with the description requested on the contract.** Upon the festival's review of your application, if the items you plan to sell are deemed inappropriate, your vendor fee will be fully refunded. If, upon your arrival, your offerings are inconsistent with your contract, and then, deemed inappropriate, you will not be allowed to set up, and you will not receive a refund. **Neither music nor video vendors will be accepted. Any violation will result in your removal from the festival.**

The **Down Home Family Reunion** logo and name are registered trademarks and neither they nor any colorable imitation thereof can be used on any merchandise.

## Down Home Family Reunion/2

### **PAYMENT BY SEPTEMBER 3**

Please pay only \$125.00, a discounted Covid rate. We are in this together.

### **PAYMENT AFTER SEPTEMBER 3**

Please pay only \$150.00, a discounted Covid rate. We are in this together.

### **SALES TAX**

You are expected to pay sales tax at a rate of 4.5% to the City of Richmond, Division of Assessments, 900 East Broad Street, Room 103, Richmond, VA 23219 or P. O. Box 26505, Richmond, VA 23261.

The festival's receipt of your payment in full plus the attached contract reserves your space. **No refunds will be given other than as specified above. NO EXCEPTIONS.**

### **SET-UP**

You must come **self-contained** by bringing your own tables, chairs and canopies. Each space occupies a 10-foot x 10-foot area. Each vendor may check-in with two (2) additional helpers, only. **Electricity** will be available for \$25 for one 120V hook-up. Two hook-ups will cost \$45.

***Remember, this is an outdoor event that will happen rain or shine.***

**Check-in** begins at **10am and ends at 11:30am**. At check-in, you are required to include an additional, **refundable clean-up deposit of \$50**. Please make this a separate instrument of payment. If the areas you use are returned to their original state, your deposit will be returned within one week after the end of the event.

Allow enough travel time for any problems that may occur. Late arrivals are subject to having their space reassigned. Food vendors will receive a separate package.

## **COVID PROTOCOLS**

### **You are required to provide PPE**

— face coverings, hand sanitizer and wipes —

for yourself, your helper and your vending area for the duration of the festival.

Questions? Contact us by phone at 804/644-3900, by fax at 804/644-3919 or by e-mail using [story1@efsinc.org](mailto:story1@efsinc.org). See you there!!

**Down Home Family Reunion/3**

**Elegba Folklore Society  
30th Down Home Family Reunion  
VENDOR PARTICIPATION CONTRACT**

CONTACT NAME (S) \_\_\_\_\_

\_\_\_\_\_  
List here the name(s) of the person financially responsible for this space and the person checking in at the festival site, if different. Also include the name of the vendor sharing a space, if applicable. Plan to show a picture ID.

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

DID WE SEND THIS PACKAGE TO THE RIGHT PLACE? HAS YOUR CONTACT INFORMATION CHANGED? \_\_\_\_\_ YES, NEW INFO GIVEN ABOVE \_\_\_\_\_ NO

**ITEMS SOLD/DISPLAYED (Please be specific to insure thematic integrity and merchandise mix in space assignments. You may attach a separate sheet.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Amount Enclosed -- Please Circle One Option**

	<b>By September 3</b>	<b>After September 3</b>
One Space	\$125	\$150
<b>Electricity</b>	<b>1 @ \$25</b>	<b>1 @ \$25</b>
	<b>2 @ \$45</b>	<b>2 @ \$45</b>

**Clean-up deposit of \$50 to be paid at check-in with a separate instrument of payment.**

## Down Home Family Reunion/4

Pay with **CERTIFIED FUNDS** only:  
Cash, Cashier or Certified Checks, Money Orders, PayPal

**Elegba Folklore Society**  
101 East Broad Street, Richmond, VA 23219 • [story1@efsinc.org](mailto:story1@efsinc.org)

or

Please provide **CREDIT CARD** information below.  
**3.8% Processing Fee Applies**

You may also call 804.644.3900 to  
Make a Secure Credit Card Payment on the Phone

### Credit Card Payment Form

Please check: VISA\_\_\_\_\_ MasterCard\_\_\_\_\_ Discover\_\_\_\_\_ AmEx\_\_\_\_\_

Card Holder's Name\_\_\_\_\_ (Please Print)

Card #\_\_\_\_\_ Exp Date\_\_\_\_\_ Sec Code\_\_\_\_\_

Billing Address \_\_\_\_\_

**Your payment in full with your signature on this contract will constitute your reservation.**

**I understand and agree to the terms of this contract.**

\_\_\_\_\_  
**Your Signature**

**Will you help to publicize this event? Let your customers know you will be in the house!**

**Yes, happily! Please select:**

Via Email \_\_\_\_\_ Via Facebook \_\_\_\_\_ Via Flyers \_\_\_\_\_ No, I'll pass \_\_\_\_\_