



MAY 2-3, 2020
CENTRAL CITY PARK
MACON, GA

Greetings!!

The Executive Planning Committee of the Tubman Museum's Pan African Festival of Georgia 2020 has begun preparation and solicitation of participants for our 24th Annual Celebration to occur May 2nd and May 3rd, 2020 in Central City Park. Our festival continues to grow each year as we seek to educate, integrate, and unify families and build stronger communities to enhance cultural awareness. The Pan African Festival reaches between 10,000 – 20,000 visitors from all over the world each year. We feature local, as well as regional musical acts, artist and business owners such as you. We host a local artist's market, an African market, an international children's village, as well as a food court. The event is **\$5/person (children 6 & under free)** and takes place over two days. Meaning, vendors and organizations will have May 2nd and 3rd to offer their products to festival attendees.

The Pan African Festival is only successful when the community actively participates. Please accept this letter as a personal invitation to you to participate as a vendor at this year's festival. If you agree to participate, please fill out an application and return it to the Tubman Museum. The fees are based on vending at the park over two days. Unfortunately, there is **no one day only fees or refunds**. We need your continued support to make this year's 24th celebration a huge success.

I look forward to working with you. Please feel free to contact me at the Tubman Museum at 478-845-3850 or via email at dvanzant@tubmanmuseum.com regarding becoming a vendor at the "Pan African Festival 2020".

Peace & Blessings,

Denise Y. Vanzant
PAFOG Vendor Manager



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*****VENDOR APPLICATION*****

Please complete and return application on or before April 10, 2020.

Please check one box

All fees are due upon submission of application on or before April 10, 2020.

Food Booth - (Food Trucks 16 ft and under) \$350____ Food Double Booth - (Food Trucks over 16 ft) \$550 ____
Non-Food Booth (businesses, crafts, jewelry) \$200____ Non-Food Booth – Double \$300 ____
Artist Booth (Visual) \$150 ____ Non-Profit Organization (must present 501(c) 3) \$50 ____

All vendors MUST provide their own tables and chairs.

** All booths are 10 X 10 spaces. All double booths are 20 X 20 spaces. All food vendors must provide a menu with their application. Electricity will not be provided. You must provide your own generator or purchase it from the Metro Power rep on site. All food vendors must obtain a temporary food permit from the local Health Department. All forms for the temporary food permit must be submitted by April 11th. For more information, please call Denise at 478-845-3850.

Description of items sold:

CONTACT INFORMATION

Contact Name: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

PH#: _____ Cell#: _____ E-mail address: _____

(No refunds. No exceptions.)

Payments may be made by major credit cards (No American Express accepted), money orders, cash or cashier's check.

No personal checks are accepted. Make money order and cashier's check payable to:

Tubman Museum
310 Cherry Street

P.O. Box 6671 Macon, GA 31208

Office: 478-743-8544 / Fax: 478-743-9063

For more information, contact Denise Vanzant at 478-845-3850 or dvanzant@tubmanmuseum.com.



Pan African Festival of Georgia 2020
Central City Park
May 2 & 3, 2020

Directions:

Coming from the South on I-16, take Exit 2, Martin Luther King, Jr. Blvd. Turn left and cross the Otis Redding Bridge. At the second traffic light make a left on Walnut Street. The park is straight ahead. Parking is available on the left side of the park.

Coming from the North or South on I-75, take I-16 to Exit 2, Martin Luther King, Jr. Blvd. Turn right and cross the Otis Redding Bridge and continue as above.

Festival Hours: Saturday, May 2nd -11am-10pm
Sunday, May 3rd - 2pm-9pm

Setup: Saturday, May 2nd, 6:30am for food vendors
8am for all other vendors
(security will be provided for overnight storage)
Sunday, May 3rd, 12pm

Setup must be completed prior to start of festival. No late setup is allowed. Breakdown is 9:00 pm on Saturday, May 2nd and 6:00 pm on Sunday, May 3rd. All vendors must provide their own displays and assistance with setting up and breaking down. Breakdown includes cleaning up debris/trash incurred by your display. **Electricity will not be provided.** Please bring a generator if you need electricity or purchase it from the Metro Power representative that will be on site. **Water** is provided. **No water hoses are allowed.** All food vendors are required to setup as early as possible, due to Health Department inspection, which will take place on Saturday, May 2nd, 2020. All food vendors must be present on Saturday. All forms for the temporary food permit must be submitted to the Health Department, and me, no later than April 11, 2020. Please contact Denise Vanzant, at dvanzant@tubmanmuseum.com or 478-845-3850, for the forms needed. All vendors that do not pass the inspection, will not be allowed to participate. **No refunds will be issued. There is no fee for the food permit.**

Check in:

All vendors must check in with Denise Vanzant before setting up. The vendor acknowledges that the Festival will go on rain or shine, in the event of rain, **all fees are non-refundable.**

Payment:

All vendors are required to have all monies paid to the Tubman Museum no later than April 11, 2020, **no exceptions.** If all fees are not paid by this date, you will not be permitted to participate. The Tubman Museum will only accept money orders, cashier's checks, credit cards, debit cards or cash for payments. **No personal checks are accepted.** All money orders and cashier's checks must be made out to the Tubman Museum. Thank you for participating in the Tubman Museum's 24th Annual Pan African Festival of Georgia 2020.