



APRIL 23 & 24, 2022
MACON CENTREPLEX
MACON, GA

Greetings!!

The Executive Planning Committee of the Tubman Museum's Pan African Festival of Georgia 2022 has begun preparation and solicitation of participants for our 26th Annual Celebration to occur **April 23rd and 24th, 2022** at the Macon Centreplex. 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, a children's village, as well as a food court. The event is **\$10/person (children 6 & under free)** and takes place over two days. Meaning, vendors, and organizations will have April 23rd and 24th 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 Macon Centreplex over two days. Unfortunately, there is **no one day only fees or refunds**. We need your continued support to make this year's 26th 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 of Georgia 2022".

NOTE FROM THE EXECUTIVE DIRECTOR: Please be mindful of your pricing because your pricing reflects the Pan African Festival of Georgia – **(NO PRICE GOUGING)**.

Blessings,

Denise Y. Vanzant
PAFOG Vendor Manager



PAN AFRICAN FESTIVAL OF GEORGIA 2022
MACON CENTREPLEX, MACON, GA April 23 – 24, 2022

Directions:

Coming from the South on I-16, take Exit 2, Martin Luther King, Jr. Blvd. Turn right.

Coming from the North or South on I-75, take I-16 to Exit 2, Martin Luther King, Jr. Blvd. Turn left

Festival Hours: Saturday, April 23rd -11 AM - 9 PM Sunday, April 24th – 2:00 – 7:00 PM

Setup Times: Saturday, April 23rd, 6:30 – 10:00 AM for food vendors
8:00 – 10:00 AM for all other vendors
(Security will be provided for overnight storage)
Sunday, April 24th, 12 NOON – 1:00 PM

All vendors **MUST** be setup and ready for business 30 minutes prior to the start of festival. **No late setup is allowed.** Breakdown is 9:00 pm on Saturday, April 23rd and 7:00 pm on Sunday, April 24th. 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. **Please bring a generator if you need electricity.** All food vendors must be present on Saturday. All forms for the temporary food permit must be submitted no later than **April 9.** Please contact Denise Vanzant, at dvanzant@tubmanmuseum.com or (478) 845-3850, for forms needed. All food vendors that do not pass 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. **All vendors will receive their Parking Pass(es) and Booth Number(s) by Priority Mail.** If you have a **Single Booth, only two people** can assist you with setup and if you have a **Double Booth, only four people** can assist you with setup. Helpers will be given a wristband to enter the gate. All vehicles **MUST** be removed from festival 60 minutes (1 hour) prior to Festival Start Time. Event management holds the rights to close exhibit(s) for failure to comply with event terms and conditions. **All vendors should be out of the parking lot by 10:00 PM.**

PAYMENT:

All vendors are required to have all monies paid to the Tubman Museum no later than **April 9, 2022, no exceptions.** If all fees are not paid by this date, you will not be permitted to participate. The Tubman Museum will only accept PayPal, 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 payable to the Tubman Museum. Thank you for participating in the Tubman Museum's 26th Annual Pan African Festival of Georgia 2022.



MACON CENTREPLEX, MACON, GA April 23 – 24, 2022

Deadline: April 9, 2022*

Contact Name: _____

Business Name: _____ Phone: _____ - _____ - _____

Mailing Address _____ Mobile: _____ - _____ - _____

City: _____ State: _____ Zip: _____ Email: _____

PLEASE CHECK ALL THAT APPLYS:

***\$25.00 Late Fee after April 9, 2022**

- | | | |
|---|--|-----------------------------|
| <input type="radio"/> \$400 Food Booth: | 10 x 10 Single Booth – (Food Trucks 14 ft and under) | <input type="radio"/> \$425 |
| <input type="radio"/> \$600 Food Booth: | 20 X 10 Double Booth – (Food Trucks 16 ft to 20 ft) | <input type="radio"/> \$625 |
| <input type="radio"/> \$225 Non-Food Booth: | 10 x 10 Single Booth – (businesses, crafts, jewelry) | <input type="radio"/> \$250 |
| <input type="radio"/> \$325 Non-Food Booth: | 20 x 10 Double Booth – (businesses, crafts, jewelry) | <input type="radio"/> \$350 |
| <input type="radio"/> \$150 Artist Booth: | 10 x 10 Single Booth - (Visual) | <input type="radio"/> \$175 |
| <input type="radio"/> \$50 Non-Profit Organization - "MUST provide 501(c)3" | | <input type="radio"/> \$ 75 |

Name on Card: _____

Billing Address: _____

City: _____ State: _____ Zip: _____ Amount to Charge \$ _____

Type of Card: [] VISA [] MasterCard [] Discover Credit Card #: _____

Expiration Date: _____ CVV Number _____ (located on the back of credit card)

Signature: _____ Date: _____

Vehicle Tag Number: _____ Are you a repeat vendor? [] Yes [] No

Give a complete description of items for sale. Food vendors MUST complete a temporary food permit application.
Vendors **MUST** supply their own setup: tables, chairs, generator, and fire extinguisher (minimum 40B:C rating).
The sale of alcohol and sodas prohibited.

(No refunds. No exceptions.)

Payments may be made by major credit cards (PayPal, money orders, cash, or cashier's check.

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

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.

Fee Paid: \$ _____ Parking Pass: _____ Booth #: _____