



APRIL 22 & 23, 2023
MACON CENTREPLEX
MACON, GA

Greetings!!

The Executive Planning Committee of the Tubman Museum's Pan African Festival of Georgia 2023 has begun preparation and solicitation of participants for our 27th Annual Celebration to occur **April 22nd and 23rd, 2023** 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 22nd and 23rd 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 27th 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 2023".

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 2023
MACON CENTREPLEX, MACON, GA April 22 – 23, 2023

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 22nd - 11 AM - 9 PM Sunday, April 23rd – 2:00 – 7:00 PM

Breakdown: Saturday, April 22nd @ 9 PM Sunday, April 23rd @ 7 PM

Setup Times: Saturday, April 22nd, 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 23rd, 12 NOON – 1:00 PM

- Vendors MUST be setup and ready for business 30 minutes prior to start of festival.
- Vendors MUST provide their own displays, set-up and break down. Breakdown includes cleaning up debris/trash incurred by your display.
- Vendors MUST bring a generator if electricity is needed and bring **weights for tents and canopies**.
- Vendors MUST be present on Saturday.
- Temporary Food Permit MUST be submitted no later than **April 7**.

All food vendors that do not pass inspection, will not be allowed to participate. No refunds will be issued.

CHECK IN:

- ✓ 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.
- ✓ Single Booth, **only 2 people** can assist with setup. Helpers will be given a wristband to enter.
- ✓ Double Booth, **only 4 people** can assist with setup. Helpers will be given a wristband to enter.
- ✓ Vehicles MUST be removed from festival **“1 hour”** prior to Start Time. Event management holds the rights to close exhibit(s) for failure to comply with event terms and conditions.

PAYMENT:

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.



MACON CENTREPLEX, MACON, GA April 22 – 23, 2023

Deadline: March 31, 2023*

Contact Name: _____

Business Name: _____ Phone: _____

Mailing Address _____ Mobile: _____

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

PLEASE CHECK ALL THAT APPLYS:

ADD: *\$25.00 Late Fee after March 31, 2023

- \$400 Food Booth: 10 x 10 Single Booth..... (Food Trucks 14 ft and under)
- \$600 Food Booth: 20 X 10 Double Booth.....(Food Trucks 16 ft to 20 ft)
- \$225 Non-Food Booth: 10 x 10 Single Booth.....(businesses, crafts, jewelry)
- \$325 Non-Food Booth: 20 x 10 Double Booth.....(businesses, crafts, jewelry)
- \$150 Artist Booth: 10 x 10 Single Booth.....(Visual)
- \$ 50 Non-Profit Organization - "MUST provide 501(c)3"

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 #: _____