



2008 Vendor Application

Dear Business Owner/Vendor:

May 10, 2008

Thank you for your interest in the *Adams Morgan Day Festival 2008*. We appreciate your participation! The 30th Anniversary festival will take place **Sunday, September 14, 2007, noon to 7 pm**, on 18th Street NW between Columbia Rd. and Florida Ave.

Last year more than 25,000 people from DC, Maryland, Virginia, and Pennsylvania attended the festival, which featured large music stages at each end of 18th Street, a cultural/ folkloric stage, a Dance Plaza, Kid's Fair and separate Arts showing. The festival will have the same excellent pedestrian flow & circulation, and maintain the popular mix of diverse retailers, food and craft vendors, nonprofit organizations, and artists. We expect it to be our most exciting and successful festival yet!

Adams Morgan Day 2008 is sponsored by the AdamsMorgan MainStreet Group, a 501(c)3 nonprofit organization working to enhance Adams Morgan's business area and to preserve its identity as a unique, multicultural neighborhood.

AdamsMorgan MainStreet is currently seeking exhibitors and vendors – from retailers to artists to nonprofits to food vendors. If you would like to be a vendor for *Adams Morgan Day 2008*, please read through this application, fill out the appropriate sections, and return it to AdamsMorgan MainStreet Group with your registration payment on or before Friday July 18, 2008.

Because there are a limited number of vending spaces, *we encourage you to send in your registration as soon as possible*. Preference will be given to vendors offering goods and services not already available in Adams Morgan. ***We will utilize a rolling system of notification beginning in June, continuing into August.*** We will first notify of definite acceptances and definite rejections. Five (5) vendors will be wait listed in case a space opens up. Please note your payment will not be processed unless you have been confirmed accepted, and we will return the payments of those who are not accepted. Please read the enclosed application carefully. If your application is approved, we will provide you with additional instructions concerning logistics for the day of the festival. We look forward to your participation in the *Adams Morgan Day Festival 2008!*

Sincerely,

AdamsMorgan MainStreet Group
Adams Morgan Day 2008
Phone: 202-232-1960
Email: AMDay@AMMainStreet.org

30th Anniversary Adams Morgan Day Festival
(! the longest continuous neighborhood festival in DC !)
"A global community of diverse cultures"



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BOOTH GUIDELINES

Date: Sunday, September 14, 2008
Time: The festival is open to the public from noon - 7 pm
Location: 18th Street, NW, between Columbia Road, NW, and Florida Avenue, NW

*****Final Set-up times and instructions will be sent in vendor logistics packages.
Approximate set-up time is 8:00-10:30 am and breakdown is 7-8:30 p.m. *****

PLEASE READ YOUR APPLICATION AND REGULATIONS CAREFULLY.

Cancellation Policy

AdamsMorgan MainStreet reserves the right, at its sole discretion, to cancel the festival due to inclement weather or any other unforeseen disaster or calamity, which may occur at any time prior to or during the operation of the event. AdamsMorgan MainStreet shall not be held liable for damages, claims, expenses, or losses incurred from cancellations.

Payment

All applications for Booth space must be accompanied by payment in full. Please provide a separate check, cashiers check, or money order for each booth requested. Written on the check itself, must be: the main contact's name, the name of the business and the name of the "vending business," if different.

No application will be accepted without accompanying fee(s).

Full payment for the booth rental must be made by check or money order; no cash is accepted.

Any payments postmarked after and/or made after July 18, must include a \$100 late registration fee — no exceptions. (A fee of \$50 will be charged for any returned checks.)

Checks should be made payable to AdamsMorgan Day 2008 and sent with application to:

AdamsMorgan MainStreet Group
P.O. Box 21564
Washington, DC 20009.
Attn: Adams Morgan Day 2008 (Vendor Application)

Use of Booth Space

Booth rentals are non-transferable. Booth approval is valid only for the sale of goods or exhibition of materials described in the accepted application and guidelines herein.

Booth Assignment Policy

Placement of booths will be governed by a variety of factors, including, but not limited to:

- DC Emergency Management Agency rules;
- pedestrian walkability;
- variety and placement;
- timeliness of application's receipt; and
- at the sole discretion of the Adams Morgan Day Planning Committee.

Booth Space

Booth Space consists of a 10 ft. x 10 ft. assigned space.

Spaces will be arranged single file in the middle of the street, thus allowing vendors to face both sides, if desired. Vendors agree that all goods, activity, & equipment will be contained within the assigned 10X10 space. Any items outside the assigned area are subject to removal. Vendors requiring additional space must apply for two booths. Booth occupants must provide all other materials, such as tents/canopies, table, chairs and tablecloth. AdamsMorgan MainStreet does not provide any tents/canopies, equipment or supplies. This is a space rental only. We strongly urge you to bring a tent or canopy, as September weather can be hot.



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All Vendor tents or canopies will be inspected by the DC Department of Consumer and Regulatory Affairs (www.dcrd.dc.gov) on the morning of September 14.

ALL VENDORS: Please include with this application your tent size, tent diagram, a description of how your tent will be secured/held down, and a flame retardant certificate.

Food Vendors

When selecting food vendors from *outside* the Adams Morgan area, please note that we will take the uniqueness of your food into consideration. We are especially interested in those vendors that offer food not readily available from Adams Morgan businesses. All food vendors should be prepared to follow special event food service guidelines from the DC Department of Health, who will conduct inspections prior to conducting any sales.

DC Dept. of Health requires food vendors to participate in a DC Department of Health orientation two weeks prior to the event during the afternoon.

BOOTH APPLICATION

Please complete the entire application, sign the application agreement, include a check made out to Adams Morgan Day 2008 for the appropriate amounts, and return it on or before July 18. A late fee of \$100 will be charged to all applications postmarked **after July 18**. Mail applications to:

AdamsMorgan MainStreet Group
P.O. Box 21564,
Washington, DC 20009.
Attn: Adams Morgan Day 2008 (vendor application)

Contact Name: _____

Title: _____

Business Name: _____

Street Address: _____

Tax ID/or Soc. Sec
No. (REQUIRED)

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Web Site: _____

Have you participated in the Festival before? Circle: YES / NO If "YES," please provide what year(s) _____



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Describe items to be sold or exhibited or menu of food to be sold (please be specific or add a page with the menu):

We also request that you submit/attach pictures of your menu items if you are a new food vendor.

Number of Booths requested: _____

(Please note we may/or may not accept vendors for two booth spaces depending how many vendors have requested booths. A second booth is not guaranteed)

Will you be bringing a tent/canopy? _____ Yes _____ No

TENT/ CANOPY USERS MUST INCLUDE WITH THIS APPLICATION: [\(required by DC law\)](#)

- Tent/Canopy Size
- Tent/Canopy Diagram
- Description of How Tent/Canopy Will Be Secured (bricks/weights, etc)
- Flame Retardant Certificate for Tent/Canopy (if a Food Vendor) Tents will be inspected on the morning of the festival.

WE DO NOT RENT OR PROVIDE TENTS/CANOPIES TO VENDORS.

Since September weather can be hot and humid, we highly recommend that vendors bring a tent or canopy.

List Food & Beverage Items to be served:

Will the food be prepared before the event? _____ Yes _____ No

If yes what time and date?

Methods of preparation and serving equipment used:

List all cooking equipment _____ Electric grill _____ Gas grill
Other:

Please circle if one of the following will be used:

Charcoal
Electric Generator

Propane (Propane certificate required)



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*** APPLICATION AGREEMENT ***

Vendor has read and agrees to comply with the 6 pages of text. Vendor is responsible for any harm, bodily damage, or property damage from or to their equipment, cooking hardware, material, employees or volunteers. Booth rentals are non-transferable. Any vendor who does not exit the area by 8:45pm will be subject to a fine of \$150 and/or being barred from the Festival in 2009.

Vendor agrees to comply with all applicable District of Columbia health, fire, safety, tax, and other laws. Vendor will be subject to inspection by representatives of various District of Columbia agencies such as the Department of Health and the Department of Consumer and Regulatory Affairs (www.dhra.dc.gov).

Any electric generator used on site must be quiet so as not to distract the stage performances or neighboring vendors. AdamsMorgan MainStreet or his or her authorized agent will determine if any electric generator is noisy and may order its removal from the Festival area. No loud speakers, amplified boom boxes, or portable bullhorns are allowed without the advance written consent of AdamsMorgan MainStreet.

With my signature I affirm that I have read and agree to the terms of the Vendor Application, understand them, and will comply with these terms and all Festival logistics requirements. I understand that failure to comply will result in a permit not being issued or permit suspension during Adams Morgan Day 2008. **I agree to follow all health and safety codes of the District of Columbia, if applicable to my vending class. I also understand that I must suspend operations in the festival area immediately if my permit is suspended and that no refund can be issued.**

In the event of unforeseen problems at the site, I agree to comply with the requests of AdamsMorgan MainStreet or its authorized agents or DC public officials to alter operations or move to another booth space as deemed necessary by these authorities. Vendor agrees to indemnify and hold AdamsMorgan MainStreet harmless for any claims, losses, or liabilities arising from vendor's acts, omissions, negligence, or misconduct

Signature

Date

PRINT Name

Title

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Vendor Type and Fee Structure

Booth Cost

(Please check which booth you are requesting *based upon the description below*)

- Food Vendor (a commercial food & beverage vendor)** \$550
Proof of insurance coverage applicable to Adams Morgan Day 2008 must be included with your application.

- Food Vendor — *Adams Morgan Business*** (a commercial food & beverage vendor from the Adams Morgan business district) \$450
Proof of insurance coverage applicable to Adams Morgan Day 2008 must be included with your application.

- Political Candidates or Parties:** (for candidates & committees registered for public office) \$500

- Specialty Products, Services, Arts& Crafts Vendor **** (a vendor selling unique goods, artistic creations, imported/handcrafted items, services, retail, or financial products) \$375
 **If interested in vending on Arts on Belmont please contact Avner Ofer: artonbelmont@yahoo.com

- Adams Morgan Retail Vendor*** (an Adams Morgan retail establishment that wants a booth to promote its local store) \$275

- Nonprofit Organization / Local Government Agencies** \$300
 A copy of your 501(c)(3) certificate must be enclosed with a non-profit application.

- Nonprofit/Community Org. — *Adams Morgan*** (a Nonprofit Vendor or Community Organization located in Adams Morgan-you may arrange to share, or be required to share.) \$200
 A copy of your 501(c)(3) certificate must be enclosed with the nonprofit application.

- PRIME BOOTH LOCATION** (end of aisle) *subject to approval & availability* \$ 150 Extra
(must include separate check)