

Vendor Management by EWMedia Group
6606 FM 1488, Ste 148-116, Magnolia, TX 77354
don@ewmediagroup.com * www.ewmediagroup.com
832-413-2217, 866-875-8960 - Toll-Free Phone/FAX



Reach new customers & create brand loyalty at

6th Annual Black Heritage Fest

Sat. & Sun., Oct. 8-9, 2022; 3 – 9:00 PM each day

Emancipation Park, 3018 Emancipation Ave, Houston, 77004

Your brand will reach an audience of thousands of multi-cultural event attendees. This highly anticipated event also offers your brand an incredible family-friendly marketplace to increase exposure for an excellent value.

Event Benefits

Register as an exhibitor today and win a chance for an onsite Live remote interview at the event with a special guest radio Host DJ, promoting your products and services to radio listeners of our proud media partners!

1. Maximize opportunities to engage fellow exhibitors who may have an interest in your product/services
2. Create memorable brand experiences with diverse event attendees that improve customer retention
3. Celebrate the essence of the African-American spirit in Cultural Arts & Music
4. Support a cause-worthy scholarship drive benefitting aspiring HBCU students in need
5. Get noticed in the spotlight as a featured exhibitor on the Houston Black Heritage Fest's Facebook and Twitter pages driving traffic directly to your website.

REGISTER TODAY! Space is limited and all sales are final

Application begins on Page 3 of 6 ...

I want to participate, what must I do?

THE APPLICATION Your signature is needed on each page of the application which is in PDF format. It is also available in MSWord format on request.

ONLINE LINKS TO THIS FESTIVAL APPLICATION:

1. Links to Vendor Packet for this festival: <https://ewmediagroup.com/applications/>

Note: this application cannot be filled out online, it must be downloaded first

TO PAY FOR THIS Festival, you can pay with cash, money order, Zelle or PayPal.

If you would like to charge it to a credit card, please:

- download & fill out the application;
- go to EWMedia's website, <https://www.ewmediagroup.com/Payments> and make your payment; NOTE: The form you fill out online is not the Application. The online form is only for your credit card payment

TO SUBMIT THE APPLICATION, you can

- Scan & email it to don@ewmediagroup.com;
- FAX it to me toll-free at 866-875-8960 – no cover page needed;
- Snail-mail it to me. EWMedia, 6606 FM 1488, #148-116, Magnolia, TX 77354.

If you do snail mail it to me please call me and let me know

WHAT HAPPENS NEXT?

The website will send you a receipt immediately upon payment. We will send you another receipt before the Market to make sure we are on the same page as far as what you are ordering and what you have paid.

LOAD-IN INFORMATION

On Thursday morning before the Festival, I will email you load-in information.

Although there is general load-in information in the vendor packet, this information is superseded by the load-in information you get the week of the Festival.

LODGING: Festival Vendors, Employees, Contractors & Attendees seeking discounted hotel rates; contact Dee at Deech Global Travel @ 225-747-0057 deechgtt@gmail.com

QUESTIONS

We would appreciate you sharing any Festival publicity you receive with your own mailing list. Please call or email if you have questions

TELL ME ABOUT YOUR BUSINESS

How did you find out about us? _____

Business Structure: Sole Proprietor Partnership LLC S Corp C Corp

Paid Employees: _____ *Minority-Owned:* Yes No *Woman-Owned:* Yes No

Estimated Annual Revenue: _____

DEADLINES

A	1. Application - sign pages 2 - 6	due 9/15/2022
P	2. Payment – Add 3.5% if using credit card	due 9/15/2022
P	2. List of items you sell	due 9/15/2022
L	3. List of personnel	due 9/15/2022
Y	4. Electrical Needs Worksheet – page 3	due 9/15/2022
	5. Food Vendors Insurance Binder (see P3#11)	due 9/15/2022

Print Name _____ Signature _____ Date: _____, 2022

6th Black Heritage Fest - Vendor Application

Sat. & Sun., Oct. 8-9, 2022; 3 – 9:00 PM each day

Emancipation Park, 3018 Emancipation Ave, Houston, TX 77004

Don Schwarzkopf, 832-413-2217 * 866-875-8960 * don@ewmediagroup.com

Company: _____ Contact Name: _____

Business Phone _____ Home: _____ Alternate: _____

Fax: _____ Email: _____ Web: _____

Address: _____ City _____ State _____ Zip _____

A.) Tent, Truck or Trailer? _____ B. Size (length of footprint (include hitch)) _____ ft.

C.) What do you use ? Propane (deposit required) Electric Wood/Coal _____

D). Items You Sell _____

**** 2-DAY BOOTH RENTAL FEES** Download app. & pay @ www.ewmediagroup.com

List Your Fees Below	Rental Space		TYPE OF BOOTH- Space Rental only No Tents Provided
	10'X10'	10'X20'	
	350	625	Small Business
	350	625	Non-Profit
	450	725	Food Vendor
	Call for Pricing		Electrical Connection or Battery Operation Lighting
	300	575	Dessert
	650	925	Government
	1,075	1,350	Corporate
	975	1,250	Elected Officials
	300	575	Arts/Crafts
	600	875	Performers
			Additional Optional Services
	275		10x20' Space Upgrade (\$275)
	300		10 Min. Exhibitor Spotlight Speaking Opportunity \$300
	75		Corner Booth Upgrade* Spaces Are Limited (\$75)
	15		Extra Exhibitor Lanyard And Chair (\$15)
	20		Official Event T-Shirt (\$20)
	** Add 3.5% Credit Card Fee if you are paying by credit card **		
	Total Your Fees		

Print Name _____ Signature _____ Date: _____, 2022

APPLICATION & PAYMENT: Make checks & money orders payable to: EWMedia

1. **After 9/01/2022 - only credit cards, cash, cashier's checks or money orders accepted.**
2. **Online registration & credit card payments may be made www.ewmediagroup.com**
3. **Include deposit & late fee with payment along with:**
4. **Mail Application & Payment To: Don Schwarzkopf – EWMedia Group
6606 FM 1488, Ste 148-116, Magnolia, TX 77354**

RELEASE: Applicant's signature on this application releases and forever discharges the Emancipation Park, the City of Houston and BHW, EWMedia, all sponsoring organizations, their elected officials, directors, employees, and volunteers from any responsibility, personal liability, or claims of loss or damage arising out of, or in conjunction with participation in the Black Heritage Fest. The Festival is not responsible for any injury sustained by exhibitors, patrons or guests. Applicant stores and exhibits, their goods at their own risk. In addition, I/we have read and agree to abide by all festival regulations stated in this packet or risk removal from Festival site without refund. I understand that EWMedia contracts with the Festival to provide vendor management services only and does not retain any vendor funds.

VENDOR GUIDELINES

1. **PAYMENT, CONFIRMATION AND BOOTH ASSIGNMENT:** Booth space is limited; vendors are selected on first-come/first-serve basis. Acceptance and booth location are determined by the date application and full payment are received. We will send a payment receipt immediately and a load-in information packet approximately 3-days before the Festival. **Vendor fees are non-refundable in all circumstances at the time payment is received.**
2. **BOOTHS:** We rent space only, no equipment Spaces are 10'x10' or 10'x20' (see #20 for larger sizes).
3. **SALES / SUBLEASING:** Sales must take place within your booth space. No subleasing of booths allowed. Festival only provides the space; Vendors must provide their own booths, tents, tables, chairs, etc.
4. **EQUIPMENT RENTAL:** Festival is not renting equipment. For referrals, contact us.
5. **EXCLUSIVITY** – Types of merchandise sold must be included in application and approved by festival. For an exclusive on any product call 832-413-2217 or email.
6. **ELECTRICITY:** See next page #23 - 28
7. **PROPANE:** Can be used at this Festival.
8. **FOOD VENDORS:** Vendors may sell **3 pre-approved items plus beverages. Food Vendors must have a Temporary Health Permit** - City of Houston Health Dept, 8000 N. Stadium Dr., Houston, TX 77054; 832-393-5100 or Mon – Fri, 8 AM – 3 PM. You must have a **Fire Extinguisher** (Rated 2-A, 10-B:C or better or Rated K if cooking in oil) with **current inspection sticker**. Fire Marshal will inspect booths. **Gray Water & Cooking Oil** – must be carried away from the site by vendor for disposal.
9. **COMPLIANCE WITH LAW & PARK RULES:** Vendors must comply with all applicable laws, rules, ordinances, regulations, codes, statutes and court orders.
10. **BEVERAGE SALES:** Food Vendors may sell beverages at this Festival. No Alcohol.

Print Name _____ **Signature** _____ **Date:** _____, 2022

11. **REQUIRED FOOD VENDOR INSURANCE:** We require that you submit a binder (COI) showing you have a \$1 million per occurrence, \$2 million aggregate, liability policy naming **Emancipation Park, The Houston Black Heritage Festival, EWMedia and The City of Houston** as **ADDITIONAL INSURED**. If you have **not submitted the binder by 9/15/22 we may replace you. Call if you need help.**
12. **WASTE DISPOSAL:** it is responsibility of each vendor to keep the booth and the surrounding area clean. Vendors must provide their own garbage receptacles and garbage bags. Double-bag food waste. Vendors failing to abide by waste disposal guidelines will not return.
13. **EVENT DAY SETUP:** Vendors will not set up until fees are paid. **Vendor Check-in** will begin Sat. 10/1/2022. You will be assigned to one of 3 load-in times. The **Day-of Information Packet** you receive 3 days before the Festival will give you specific instructions which may supersede this information. You may not be able to pull up to your booth, so **bring a dolly**. Bring your receipt as only paid vendors will be allowed into the unloading area. Vendors who have not pre-applied and paid are not guaranteed space. **Vehicles:** Not allowed on festival grounds. After 2:00 PM. Vendors requiring restocking of supplies may re-enter the festival with a dolly or wagon. **Parking: Will be handled in the Day-Of Info Packet.** **Business Hours:** Vendors must be ready for business by 2:00 PM Sat. **Break-Down** may not begin until after 9:00 PM when police signal attendees have left the site. Break-down must be completed by 11 PM
14. **PROHIBITED:** Vendors may not sell drug paraphernalia, fireworks or weapons. No Glass allowed. Possession of firearms, or weapons of any kind, is forbidden in the Park. Anyone who fails to comply or who otherwise violates any laws (local, state or federal) with respect to firearms or weapons of any kind will be removed from the park and may be subject to arrest and prosecution.
15. **SALES TAX:** Houston's Sales Tax Rate is 8.25% It is the vendor's responsibility to adhere to city and state tax guidelines in the collection and payment of sales tax. Texas Sales Tax Info Line is: 800-252-5555
16. **ONLY ITEMS** listed in your application and approved by the festival may be sold.
17. **SECURITY:** The site is fenced & the Festival has security. Vendors are solely responsible for the security of their cash, coupons, equipment, goods, inventory, supplies or any other property.
18. **FESTIVAL GUIDELINES** will be strictly monitored. If violations occur, two warnings will be issued. Additional violations will result in removal from the Festival site by Police without refund.
19. **SOUND LEVELS:** Vendors may not play their own music at this event.
20. **ACTS OF GOD:** The festival producers, promoters, sponsors, staff/employees, volunteers, etc. are in no way responsible or liable for personal adversity or acts of God.
21. **RAIN OUT POLICY:** If a date is cancelled due to rain, technical problems or any act of God beyond the control of the festival the following shall apply: If a rain date for the Festival is scheduled, Vendor may set up and the basic booth fee only will be waived. Other fees will still apply.
22. **OVERSIZE COMMERCIAL** – Internal volumes greater than 10'x20'
Price Quote: 832-413-2217. Tents larger than 1200 sq. ft. require the presence of a Fire Marshal, fire extinguishers and signage. This will add additional cost.
Contact don@ewmediagroup.com for assistance and sourcing of these tents.

Print Name _____ Signature _____ Date: _____, 2022

ELECTRICAL INFORMATION & WORKSHEET

If you are not renting power from the Festival or using a generator, ignore next section

- 23. **ELECTRICITY:** Call for Pricing . Vendors must provide their own lighting fixtures and enough grounded heavy-duty outdoor cable to reach service. No light-duty cords.
- 24. **If you need a 20 or 50 amp connection you must provide us with pictures of your plug. It is the vendor’s responsibility to provide any needed adapters. Label your equipment, including cables to prevent confusion with Festival’s equipment.**
- 25. **BATTERY-POWERED LIGHTING SYSTEM:** The professional quality system can power lights, computers and small electronics. Not for cooking. System consists of 2 overhead lights, 2 spotlights, & 2 USB Ports to charge phones. The system rents for \$50.
- 26. **GENERATORS** are allowed at this Festival.
- 27. **ELECTRICAL NEEDS WORKSHEET:** Vendors whose electrical needs **exceed (1) 20-amp, 110-volt circuit must submit this information for each piece of equipment 1 week before the Festival.** If you do not submit this form, we won’t be able to incorporate your needs into the Festival’s electrical design and you will not be supplied with electricity. An electrician will be available (at your expense) on-site during the Festival if you have a problem. Summary: Vendor Coordinator **must** be notified in advance of your needs.

_____ **Total pieces of electrical equipment you use.** (*Example: fryers, warmers, heat lamps, etc...*)

List each piece of equipment: *The amps, watts, and volts are stamped on the name plate on each piece of electrical equipment. Each major appliance, cooler, grill, deep fat fryer, etc. must have its own circuit.*

- 1. Type of Equipment: _____
Voltage _____ Amps _____ Watts _____ Phase _____
- 2. Type of Equipment: _____
Voltage _____ Amps _____ Watts _____ Phase _____
- 3. Type of Equipment: _____
Voltage _____ Amps _____ Watts _____ Phase _____
- 4. Type of Equipment: _____
Voltage _____ Amps _____ Watts _____ Phase _____

28. Electrical Pricing

- \$ Call for Price - 20-amp, 110-volt circuit – Vendor must have 100’ cable to reach power
- \$ Call for Price - 30-amp, 208 volt circuit – Vendor must have 50’ cable to reach power
- \$ Call for Price - 50-amp, 208 volt circuit – Vendor must have 50’ cable to reach power

Print Name _____ **Signature** _____ **Date:** _____, 2022
