

July 19, 2007

Dear Vendor:

The Martin Luther King, Jr. Community Center's Board, Harambee Steering Committee, Founder's and staff are pleased that you are interested in being a vendor at the 33rd annual Harambee Festival scheduled for October 2007 on Saturday the 27th from 10:00 a.m. until 7:00 p.m.

Enclosed is information detailing the benefits of being a vendor? Share in our commitment to make Dallas a city that appreciates and values cultural diversity by supporting the 33rd annual Harambee Festival. The festival provides a unique opportunity to enhance your organization's outreach efforts at the largest African-American cultural event in the North Texas area. **There will be a mandatory meeting for all food vendors at 6:00 p.m. on Friday, October 19, 2007 at the Martin Luther King, Jr. Community Center, 2922 MLK Blvd.**

Application fees:

By Monday, September 24

- (\$175.00)** for nonprofit and community vendors
- (\$250.00)** for corporations or corporate vendors
- (\$255.00)** for food vendors

Please return all copies of the Vendor Registration Form, along with your check or money order made payable to the Martin Luther King, Jr. Community Center. **Cash is accepted at the Center.**

After September 24 until Friday, October 19

- (\$225.00)** for nonprofit and community vendors
- (\$300.00)** for corporations or corporate vendors
- (\$305.00)** for food vendors

Money order or cash will only be accepted after September 24, 2007

DO NOT SEND CASH

ALL FORMS AND PAYMENTS MUST BE RECEIVED BY CLOSE OF BUSINESS ON FRIDAY, OCTOBER 19, 2007.

MARTIN LUTHER KING, JR. COMMUNITY CENTER

33rd ANNUAL HARAMBEE FESTIVAL 2007
Saturday, October 27 from 10:00 a.m. - 7:00 p. m.

Vendor Registration Form

ALL BOOTHS WILL BE '10 x 10' AND HAVE COLORFUL CANOPIES NO ALCHOLIC BEVERAGES MAY BE SOLD FROM THE BOOTH(S). A TAX DEDUCTIBLE, NON-FUNDABLE FEE WILL BE CHARGED FOR EACH BOOTH. PROCEEDS WILL BENEFIT THE ALVIN E. MOORE EMERGENCY FUND.

() FOOD
\$ 255.00/305.00

() NON-PROFIT & COMMUNITY
\$ 175.00/\$ 255.00

() CORPORATE
\$ 250.00/\$300.00

NAME: _____

ADDRESS: _____

CITY: _____

CONTACT PERSON: _____ **PHONE:** _____

Please indicate the specifics of your products:

Vendor Booth (type of product) _____

Information Booth (type of product) _____

Donation to help defray cost _____

Other _____

DEADLINE FOR VENDOR REGISTRATION: FRIDAY, OCTOBER 19, 2007.

PLEASE MAKE MONEY ORDERS PAYABLE TO THE MARTIN LUTHER KING, JR. COMMUNITY CENTER.

RETURN TO: **MARTIN LUTHER KING, JR. COMMUNITY CENTER**
 ATTN: Patrick N. Jackson, Manager
 2922 Martin Luther King, Jr. Blvd.
 Dallas, Texas 75215

FOOD VENDORS

Welcome to the Martin Luther King, Jr. Community Center's 33rd annual Harambee Festival.
We are pleased to confirm your participation in this event.

BEFORE THE EVENT

- I. The Martin Luther King, Jr. Community Center will pick-up the permit for all vendors under one umbrella permit. Please complete and submit information below.
- Contact name: _____
 - Address: _____
 - City: _____ State: _____ Zip: _____
 - Phone number: _____ Fax number: _____
 - **Return applications no later than Friday, October 19, 2007 by the close of business.**
 - The date to attend food training: **Friday, October 19 at 6:00 p.m.** in the Core Building (Bldg. A) in Activity Room A, 2922 Martin Luther King, Jr. Blvd., Dallas, Texas 75215.
- II. **Applications must include all items to be sold and the equipment you will be using so that a determination can be made of how many amps and volts will be required to power your booth. This information is located on the bottom or back of your appliances.**
- III. If you will be using LP gas to do your cooking, you will need a LP Gas Butane/Propane Cooking permit. You will need to contact the Fire Department for a temporary LP Gas Butane/Propane Cooking Permit **no later than Monday, October 15, 2007.** The contact person is Elmo Davis, Dallas Fire Department, Prevention Bureau, 1551 Baylor Street, Dallas, Texas 75226, phone (214) 670-5188. Hours of operation are 7:00 a.m. – 6:00 p.m. Monday through Friday.

DAY OF THE EVENT

- IV. Upon arrival at the Festival, please register at the Information Desk located at the Martin Luther King, Jr. Blvd. and Jeffries Street. The receptionist will give you your assigned booth number. Each individual booth will be identified by a sign with the name of your organization/company or number. One (1) table and (2) chairs will be provided. You will need to bring any additional tables and chairs if needed. We will not have any extra to hand out.
- V. There are water outlets located near the front and back of the Core Services Building for fresh water. A receptacle for the disposal of waste water is located in the General Services Department, Room 131 in the core service building. **Anyone caught dumping any liquids or grease onto the ground will be fined to the fullest extent according to city and state code violations. NO EXCEPTIONS.** Make sure you bring a container so that you can collect and transport to the nearest waste facility on the next business day.
- VI. All food and LP Gas Butane/Propane Permits must be posted in plain view for inspection on the days of the event. The Health Department will conduct pre-opening inspections prior to

the start of the Festival. Adequate refrigeration and heating must be planned per Environmental and Health guidelines.

The Festival will begin at 10:00 a.m. **Booths must be setup before 9:00 a.m. If guidelines are not followed, your booth will be subject to being closed down with no refund. NO EXCEPTIONS.**

VII. The Martin Luther King, Jr. Community Center will have security between the 27th & 28th but will not be responsible for any items left by vendors overnight. **Items left are at your own risk.**

VIII.

AFTER THE EVENT

Please make sure that your area is left clean and that you get checked out at the control desk. If your table and chairs are not at your booth when we tear down for the event and you did not checkout, you will be billed for the items missing.

We appreciate your cooperation. It is our hope that together we can make this Festival a successful one. If you have any questions, please call (214) 670-8438.

Please list the food/product items you will be selling:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Please list the type of electrical equipment you will have:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

NOTE: THERE WILL BE A \$35.00 CHARGE FOR ALL RETURNED CHECKS.