



01 April 2003

Dear Vendor:

You are invited to join the Charles H Wright Museum of African American History for our 21st Annual African World Festival, Detroit's largest ethnic festival. The festival, scheduled for August 15-17, 2003 on Detroit's Riverfront at the magnificent Philip Hart Plaza, attracts over one-half million each year.

This year's theme is "*African World Festival: A World of Colors*".

Enclosed please find a **MARKETPLACE VENDOR** application/agreement which outlines deadlines for submission, rules and regulations, etc. Also included is a map of the Philip Hart Plaza which is being provided to assist you in selecting your booth location. Booth location requests will be honored based on availability.

Please return your application as soon as possible along with:

- ◆ ***three (3) photos of the collection of items you will sell as well as a complete list of items of items you will sell – see attached list***
- ◆ ***a money order or cashiers check in the FULL AMOUNT to hold your reservation –(No personal checks or cash and no partial payments accepted)***

Please note:

- ◆ ***Requested photos and slides are not returnable***
- ◆ ***You must sign and date the Disclaimer section of the application***
- ◆ ***booth preference will be honored - based on availability***
- ◆ ***absolutely no applications will be accepted after July 31, 2003***

Upon receipt of your application, a committee will review your documents, and if approved, you will receive an acceptance letter by mail within 30 days

Sincerely,

21st Annual African World Festival Committee

*****Please read the attached form regarding City of Detroit and State of Michigan ordinances*****



ATTENTION 2003 VENDORS

City and State Ordinances

Please read before completing Vendor Application!!!

CITY OF DETROIT

The following vendor guidelines **MUST** be adhered to for all events Hart Plaza in Detroit, Michigan. You may contact Consumer Affairs Business License Center for further information.

- All vendors participating in an event at Hart Plaza **MUST** secure a license from the Consumer Affairs Business License Center.
- The Event Management will be responsible for the collection of all monies, application, and information cards from Vendors. Included with confirmation notices to participate in 2003 AWF will provide be an application for a vendor license and vendor information cards.
- Unlicensed vendors will be ticketed by the Consumer Affairs Department.
- Licensing is required for each vendor and for each booth. If you already have a vendor license, please provide Event Management with a copy.

License Fee: 1st Vendor License = \$115.00, Each additional license/booth - \$50.00

Note: These fees are required by the City of Detroit. If you have any questions please contact the Consumer Affairs Business License Center at (313) 224-3508.

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STATE OF MICHIGAN DEPARTMENT OF TREASURY

Treasury Department representatives will also be on site to assist you with you state sales tax obligation (6%). If your business has a valid Michigan Sales tax license please have it with you. The law requires that it be displayed in a prominent position at your booth. A copy of the actual license is acceptable. Failure to comply with the above provisions can cause the Michigan Department of Treasury to issue an assessment for estimated taxes due.

Note: These fees are required by the State of Michigan. If you have any questions please contact Janet Simmons, Department of Treasury at (313) 456-4252.

Charles H. Wright Museum of African American History
21ST AFRICAN WORLD FESTIVAL
AUGUST 15-17, 2003



Vendor Rules & Regulations

Please be advised that:

- ◆ Only **2** persons per booth at any given time
- ◆ The items you sell will be closely monitored and are **RESTRICTED** to those products initially approved
- ◆ City of Detroit and State of Michigan representatives will visit your booth for purposes of fee/tax collection – **SEE ATTACHED.**

FINES will be assessed for the following infractions:

- a. Exceeding the 10x10 booth size
- b. Subletting all or a portion of your booth
- c. Selling **UNAPPROVED** products/items (i.e., Designer items)

3 FINES = EVICTION

I understand and agree to the above rules and regulations for the 21st African World Festival.

Proprietor/Organization/Date
