



AFROFEST SUDBURY

Sharing Culture

Vendor!

INFORMATION PACKAGE

Afrofest Sudbury is a nonprofit festival hosted annually to share the African culture and heritage through music, dance, food and more. Since its inauguration in 2018, the festival has grown, with the support of local organizations, to establish a platform where talents can express their art, youths can learn new skills and the Greater Sudbury community can enjoy the experience.

This document will provide detailed information to Afrofest Sudbury vendors.



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1.0 INTRODUCTION

Afrofest Sudbury, is an afro festival that presents extraordinary as well as mutual experience to the multi- ethnic populace of the Greater Sudbury area. This document will provide information to vendors.

1.1 Objective

To promote local Afro-owned business at Afrofest Sudbury.

1.2 Goal

The goal of this event is to share the diverse African culture in the Sudbury community through art and craft, music, dance, food, and fashion. Afrofest Sudbury is offering African inspired vendors an opportunity to showcase their businesses at the festival.

1.3 Benefit

1. Advertise products and services.
2. Network with other vendors
3. Grow a network of customers.
4. Explore opportunities for new business

2.0 VENDOR REQUIREMENT

2.1 Vendor Registration

- a. **Registration Form:** Prospective and returning vendors will provide information about their business, products and services.
- b. **Registration Fee:** Non-refundable registration fee of **\$150 - Small business** or **\$250 - Corporate** to secure a vendor booth at the venue. *(Payment can be made via e-transfer to afrofestsudbury@gmail.com or Payable to Afrofest Sudbury via cheque. Please include "Vendor Registration" as the message of the transaction).*

2.2 Special Event Permit (if required by the Sudbury public health)

Food vendors are required to secure special event permits from the health unit. Please verify with the Afrofest Sudbury team. Vendors are responsible for their permits. However, the Afrofest team can assist with the process.

2.3 Vendor Booth

Registered vendors will be allocated booth spaces at the event venue. However, please note that vendors are responsible for their tents with maximum dimension 10 feet x 10 feet

2.4 Publicity Resources

Registered vendors will provide logos, photos or business promotional tools to be incorporated on the event's publicity resources for promotional purposes. Please note that by registering as a vendor you are accepting the use of your business information for promotional purposes.

3.0 TERMS AND CONDITIONS

All vendors are required to review terms & conditions below, and register before the registration deadline.

TERMS AND CONDITIONS

3.1 Booth Location: Vendors will be allocated spaces for their tables and tents on a first come first served basis. Tables and chairs will be supplied by the venue management. **All vendors must provide their own tents.** Signage with vendor information is required

3.2 Code Requirements: All tents and units must be well maintained and conform to current fire, safety, building requirements and health standards (Ontario Building Code, the Greater Sudbury, Fire Department's regulations). Tents must be erected a minimum of 10ft from buildings and other tents or structures.

3.3 Retail & Service Vendors: Retail vendors may only display or sell merchandise and may not sell, or give away, food or beverage items. **Content:** Afrofest Sudbury is a family event and the Festival Management reserves the right to prohibit the display and/or distribution of materials it alone deems illegal, obscene, or otherwise offensive. Items considered to be inappropriate including but are not limited to: Pornographic material, items encouraging alcohol or drug use or the use of weapons, racist or sexist material, vulgar or abusive language, political or cause marketing (without permission).

3.4 Food vendors: Food vendors may only sell food items and cannot sell merchandise, without approval. Any items on display that are not listed on your application is prohibited. Please Complete the **Application for Food Service Permit form** and return it to the Health Unit. The form should be submitted at least **30 days in advance of the event.**

3.5 Barbecues: Pre-approval from Leisure Services and the public health unit is required. Please inform the organizers of any electrical requirements, so that it can be provided if available. Ground mats are required for under barbecue, drip tray and fire extinguisher are also required.

3.6 Set up and take down: Set up starts at 8 a.m August 26, 2023. All vendor setup must be completed by 11:00 a.m. Vendors are responsible for setup and take-down of their tents, and removal of all personal property no later than 2:00 pm on August 27, 2023.

3.7 Site clean up: All vendors are responsible for keeping their vendor spaces clean and free of hazard during and after the event. All waste and garbage must be neatly deposited at the designated bins/sites.

3.8 Vehicles: No vehicles are permitted in the park except on the paths to unload/load equipment. Any person driving in other areas will be held responsible for any damage done.

Vehicles must proceed to park in the allotted parking lot areas on York street, and not within the venue or park grounds.

4.0 SUMMARY

Kindly review attached documents and the City of Greater Sudbury website www.greatersudbury.ca for more information concerning special events. Please contact us if you require any information.



FOR MORE INFORMATION

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