



November 2009

Dear Prospective MLK Festival Vendor:

On behalf of the Austin Area Heritage Council, we would like to offer you an opportunity to secure a booth at the Community Festival immediately following the 17th Annual Citywide MLK Community March & Rally. The Festival will take place at Huston-Tillotson University on Monday, January 18, 2010 from 11 AM to 3 PM. The purpose of the festival is to celebrate Dr. King's legacy while highlighting diversity and multiculturalism in our city. Over 20,000 people from many different cultures have participated in the Austin area celebration each year, and we are anticipating even more individuals to unite for this special occasion in January. **With this year's theme: "The Dream in the 21st Century" we plan to continue with our community atmosphere by building on last year's festival.** The majority of the attendees will participate in the March and arrive between 10:30 – 11:00 AM, giving you plenty of time and opportunity to market your product or service. The festival will end at approximately 3:00 PM.

Please see important vendor information below:

- **Vendor Form:** Please complete the attached Vendor Form and return by January 11th.
- **Late Fee:** A \$25 late fee will be assessed for each form received after or post-marked after January 11th.
- **Vendor Check-in:** Vendor check-in will begin at 8:00 a.m. We are asking vendors be completely set-up by 10:00.
- **Food Vendors:** If you are a food vendor, you will also need to complete and sign the Sodexo waiver form that is attached.
- **Canopy/Tent:** In order to plan for rain, a 100'x20' canopy/tent will be available. There will be a \$15 charge per table for vendors wishing to setup under the tent. If you wish to locate your table(s) under the tent, please indicate so on the attached form.

We hope that you are able to participate in this exciting and purposeful community celebration. If you plan to participate, please complete and return the attached form no later than Monday January 11th. Space is limited and vendors will be accepted on a first- come first-served bases. So get your form in early to guarantee your spot in the Festival. For more information, please contact Mrs. Carol Wright at (512) 323-6773 ext. 102 or by email at Carol@aahc.org.

Sincerely,

2010 MLK Community March & Festival Committee
Austin Area Heritage Council



17th Annual MLK COMMUNITY CELEBRATION
Huston-Tillotson University
 January 18, 2009
Immediately following the March until 3 PM

Name	Title	Company/Organization
Phone	Fax	E-mail
Address	City, State, Zip	Company Web Site

Type of Vendor:			
<input type="checkbox"/> Food/Beverage	<input type="checkbox"/> Arts & Crafts	<input type="checkbox"/> Info/Other: _____	
Basic Cost for <u>Food Vendor</u>	\$125 (includes 1 8ft table, plus 2 chairs)	\$ _____	
Basic Cost for <u>Non-Food Vendor</u>	\$50 (includes 1 8ft table, plus 2 chairs)	\$ _____	
Basic Cost for <u>Non-Profit Organization</u>	\$25 (includes 1 8ft table, plus 2 chairs)	\$ _____	
<i>(Providing information only)</i>			

Additional Costs:			
Food Permit (required if serving food or beverage) <input type="checkbox"/>	\$30 per food or beverage <u>booth</u> = \$ _____		
Must provide type of food(s): _____			
Additional tables: <input type="checkbox"/>	\$7 per table: ____ X \$7 =	\$ _____	
Additional chairs: <input type="checkbox"/>	.75 cents per <u>chair</u> : ____ X .75 cents =	\$ _____	
Electrical power, if needed: <input type="checkbox"/>	\$35 per electrical line: ____ X \$35 =	\$ _____	
Canopy/Tent Fee* <input type="checkbox"/>	\$15 per table: ____ X \$15 =	\$ _____	
Late fee** (applications received after January 11 th) <input type="checkbox"/>	\$25	\$ _____	
(Please contact Brett Johnson at (512) 626-8409 if your electrical needs exceed a 110 outlet)			Subtotal: \$ _____

* A 100'x20' canopy/tent will be available at the festival. The cost for vendors to setup of their booths under the canopy/tent is \$15 per table—no exceptions.

** There will be a \$25 fee for all applications received or post-marked after January 11th—no exceptions.

Total Additional Costs (See box above): \$ _____ +
Basic Vendor Table Cost (see categories above): \$ _____
=TOTAL VENDOR COST: \$ _____

Money Order or Personal Check must be enclosed and made **payable to Austin Area Heritage Council**. If you are serving food or beverages, you will also need to sign the attached health department certification and waiver form required by the College Food Contractor, SODEXHO. No alcoholic beverages are allowed. Space is limited, so please respond early. Vendors are accepted on a first come, first serve basis. No personal generators will be permitted.

Return form with payment by January 11th to Austin Area Heritage Council, P.O. Box 81807, Austin, Texas 78708. For additional information, contact Carol Wright at (512) 323-6773 ext. 102 or carol@aaahc.org