



November 2012

Dear 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 **20th** Annual Citywide MLK Community March & Rally. The Festival will take place at Huston-Tillotson University on Monday, January 21, 2013, from 11 AM to 4 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 in past years, and we are anticipating even more individuals to unite for this special occasion in January. 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 4:00 PM.

Please see important vendor information below:

- **Vendor Form:** Please complete the attached Vendor Form and return by **Friday, 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.
- **Canopy:** In order to plan for rain, a 100'x20' canopy will be available. There will be a \$15 charge per table for vendors wishing to setup under the canopy. If you wish to locate your table(s) under the canopy, please indicate so on the attached form. If you are bringing your own canopy, please also indicate on the attached form. Please note that if you are planning to bring your own tent, you will not be able to use tent stakes. You must use some other method of anchoring your canopy, i.e. sandbags. **Absolutely no tent stakes will be allowed.**
- **Food Permit:** Food vendors, who already have a City of Austin Mobile Vendor Permit permit, do not need to secure a day permit as long as all cooking, preparing, storing and selling of their items from their food truck/trailer. However, you will need to show your food permit prior to setting up your booth. If you do not already have a food permit or will be cooking in the open, you will need to include a \$35 fee for a one-day food permit. See vendor 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 Friday 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@aaahc.org or fax to (512) 323-5884.

We look forward to your participation.

Sincerely,

**2013 MLK Community March & Festival Committee
Austin Area Heritage Council**



"we must all learn to live together as
brothers
 or perish together as fools." — Dr. King



Austin Area Heritage Council | PO Box 81807 Austin TX 78708 | T 512 498 4MLK F 512 498 4655 | www.aahc.org

20th Annual MLK COMMUNITY CELEBRATION

Huston-Tillotson University

January 21, 2013

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>	\$150 (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>			
Providing Own Canopy / Tent (Tent Stakes will not be allowed)			__Yes __ No

Additional Costs:			
Temporary Travis County Food Permit Required	<input type="checkbox"/>	\$50 per food or beverage booth =	\$_____
<i>(Required if you do not already have a Travis County mobile food permit)</i>			
Must provide type of food(s): _____			
Additional tables:	<input type="checkbox"/>	\$ 7 per table: ____ X \$7 =	\$_____
Additional chairs:	<input type="checkbox"/>	\$ 1 per chair: ____ X \$1 =	\$_____
Electrical power, if needed:	<input type="checkbox"/>	\$50 per electrical line: ____ X \$50 =	\$_____
Canopy Fee*	<input type="checkbox"/>	\$15 per table: ____ X \$15 =	\$_____
Late fee** (applications received after January 11 th)	<input type="checkbox"/>	\$25 late fee	\$_____
Subtotal:			\$_____

* A 100'x20' canopy will be available in the event of rain. The cost for vendors to setup of their booths under the canopy is \$15 per table — no exceptions. **Tent stakes will not be allowed.**

** There will be a **\$25 late 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**.
- Space is limited, so please respond early. No alcoholic beverages are allowed.
- **Note:** AAHC reserves the right to **reject food vendors** based on availability of space and/or menu items to be sold.

Return form with payment by January 11th to Austin Area Heritage Council, P.O. Box 81807, Austin, Texas 78708 or fax to 512-323.5884. For additional information, contact Carol at (512) 323-6773 ext. 102 or carol@aahc.org.

TEMPORARY FOOD SERVICE RESPONSIBLE PARTY IDENTIFICATION
NO HOME PREPARED FOODS ALLOWED

I, _____, am the operator of the temporary food service
Print your name

booth named: _____ providing food at the
Booth's name from Page 3 OR Organization name from Page 1

following temporary event named: MLK Community Festival on
Temporary Event Name from Page 1
this date: 1/21/2013
Date of the Event

I hereby certify that I have received the guidelines for a temporary food service operations provided by the Austin/Travis County Health and Human Services Department and, Austin Area Heritage Council.
Print name of Event Organizer

I agree, as a condition of my operation at this event, to be responsible to insure that these guidelines are strictly adhered to at all times. I will conform to these guidelines and insure that all individuals involved in this operation conform to these guidelines. I understand that failure to do so may result in the immediate suspension of my operation at this event. I understand that failure to conform to these guidelines may result in a complaint being filed against me in the Municipal Court of the City of Austin for violation of these guidelines and the Code of the City of Austin. I understand that such a complaint might result in a fine of up to \$2,000 on conviction.

_____ (signature)

_____ (mailing address)

_____ (city, state, zip code)

_____ (driver's license number/state)

_____ (date of birth)

_____ (today's date)