

**VIRGINIA AFRICAN AMERICAN  
CULTURAL CENTER**

# Community Fall Festival

**OCTOBER 5, 2024**

**12 PM - 4PM**

**744 HAMPSHIRE LANE  
VIRGINIA BEACH, VIRGINIA**

## VENDOR PACKAGE

JOIN US AS WE COME TOGETHER TO CELEBRATE HISTORY, CULTURE AND COMMUNITY

FOR MORE INFO [WWW.VAACCVB.ORG](http://WWW.VAACCVB.ORG)



Virginia African American Cultural Center





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August 7, 2024

Greetings!

The Virginia African American Cultural Center (VAACC) cordially invites your business and/or organization to participate in our 6<sup>th</sup> annual Community Fall Festival, to be held on October 5, 2024. We anticipate a wide variety of patrons and supporters from the community.

The Festival is an opportunity for the community to come together to spread positivity. The event will include a soundstage, which will serve as a platform for musical artists to share their talents. It will also provide a backdrop to highlight the positive efforts of local community organizations. The Festival will include a wide variety of fun activities for all ages. Local vendors will also have a presence during the afternoon affair. Overall, the event will give participants the opportunity to celebrate Virginia's African American history, culture and community.

The Festival will be held from 12pm-4pm at the VAACC site located at 744 Hampshire Lane, Virginia Beach, VA 23462. The vendor fees for this year are as follows:

Food Vendors	\$125
Non-food Vendors	\$75

All vendors will receive a 10X10 space. Tables and chairs can be provided at an additional cost. The deadline for all applications and payments is Friday, September 13, 2024. Community organizations providing resources and information for the community are welcome at no charge. Spaces are limited and will be provided on a first come first serve basis.

Included in this package is an application and other information relevant to this year's Festival. Please read all information thoroughly and fill out all paperwork completely. Please note a detailed explanation of your organization's plans for the space is required.

We look forward to your participation in VAACC's Community Fall Festival. Should you need any additional information or assistance, please feel free to call at 757-707-8478. Thanks again for your consideration. We look forward to seeing you on October 5th.

Sincerely,  
VAACC Community Fall Festival Committee

This form is required for each individual, business or organization (including non-profits) that will be at the event offering products, services or information to attendees. Events held on public property must complete the electrical and water information.

Event name: \_\_\_\_\_ Your name: \_\_\_\_\_

Please select one:  I represent the host organization, completing the form on behalf of the vendor/sponsor.  
 I am or represent the vendor/sponsor.

**GENERAL INFORMATION**

Please select one:  Vendor  Sponsor

Business / organization name: \_\_\_\_\_

Business address: \_\_\_\_\_

Contact name: \_\_\_\_\_

Business phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

On-site contact name: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Indicate what is offered to attendees or displayed at the event. Check all that apply.

products or merchandise  services  promotional display of items or information

**PRODUCTS OR MERCHANDISE - check all that apply**

Products or merchandise will be:  sold  sampled / given away  displayed only, not for sale

Describe the products or merchandise: \_\_\_\_\_  
\_\_\_\_\_

**SERVICES**

Describe the services offered: \_\_\_\_\_  
\_\_\_\_\_

**PROMOTIONAL DISPLAY OF ITEMS OR INFORMATION**

Describe what is being promoted: \_\_\_\_\_  
\_\_\_\_\_

Additional Details:

This form is required for each individual, business or organization (including non-profits) that is providing or selling food or beverages at the event. Events held on public property must complete the electrical and water information on page 2.

**The VENDOR/SPONSOR must complete this form and submit to the event organizer.  
Incomplete forms will not be accepted. NO EXCEPTIONS.**

Event name: \_\_\_\_\_

### GENERAL INFORMATION

Please select one:            Vendor            Sponsor

Business / organization name: \_\_\_\_\_

Business address: \_\_\_\_\_

Your name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

On-site contact name: \_\_\_\_\_ Cell phone: \_\_\_\_\_

### FOOD / BEVERAGES - check all that apply

Food / beverages will be:            sampled            sold            provided by event (not sold to attendees)

Food / beverages will be served by:            vendor/sponsor            event staff            caterer

Food is prepared / cooked:

food/beverage is pre-packaged            in a church kitchen            in a school cafeteria

in a mobile unit licensed with the Virginia Department of Health

Mobile unit length (include hitch if applicable): \_\_\_\_\_ Mobile unit width: \_\_\_\_\_

Mobile unit serves from:            Driver's side            Passenger side

in a mobile unit **NOT** licensed with the Virginia Department of Health

Mobile unit length (include hitch if applicable): \_\_\_\_\_ Mobile unit width: \_\_\_\_\_

Mobile unit serves from:            Driver's side            Passenger side

prepared / cooked at an existing licensed establishment and delivered to the event site ready to eat  
no heating/warming outdoors at the event site

prepared / cooked at an existing licensed establishment and delivered to the event site ready to eat  
heating/warming will occur outdoors at the event site

outdoors at the event site

outdoors at the event site under a tent            tent size: \_\_\_\_\_

Describe the food menu: \_\_\_\_\_

Describe beverage menu: \_\_\_\_\_

**Identify all appliances / fuel types that will be on-site. Appliances / fuel types that are not indicated on this form may result in denial of the Fire inspection and/or denial of Health inspection or revocation of operating license/permit.**

warmer / hotbox            sterno            fryer            range            grill            smoker            flat top griddle

electric appliance(s) - describe all: \_\_\_\_\_

wood            charcoal            propane tank - less than 500 lbs.            a generator will be used to support operation

other: \_\_\_\_\_

### OTHER SALES

Will other non-food products / merchandise be sold?            yes            no

If yes, please describe: \_\_\_\_\_

# SPECIAL NOTES

## HOW TO APPLY

The following are ways to apply:

- Complete an online application on our website at [www.vaaccvb.org](http://www.vaaccvb.org) or use the QR Code below.



- Email all applications and paperwork to [cseccsoms@vvaaccvb.org](mailto:cseccsoms@vvaaccvb.org).
- Deliver printed applications and payments to 4532 Bonney Rd. Ste. D, Virginia Beach, VA 23462.

**ALL CHECKS MADE PAYABLE TO VIRGINIA AFRICAN AMERICAN CULTURAL CENTER**

## EQUIPMENT RENTAL

### Table/Chair Rental Fee

- Tables \$15
- Chairs \$8

## EVENT ARRIVAL AND SET UP

- Please arrive to set up between 10am - 12pm. NO ASSISTANCE WILL BE AVAILABLE BEFORE 10AM. When arriving, please check-in at the registration table located at the park entrance.
- Please be mindful that this is a community event. Please keep your space clean during the event and remove all trash when leaving the space at the conclusion of the event.
- No music may be played by individual groups and/or organizations during the Festival. Music will be provided.

## INCLEMENT WEATHER

The event may be cancelled due to inclement weather. The purpose of the rented space will be used to assist the fundraising of the Virginia African American Cultural Center, therefore, there will be NO REFUNDS given.

Thank you for your interest in the 6th annual Virginia African American Cultural Center Community Fall Festival. We are extremely excited about your anticipated participation. For additional questions or assistance, please call 757-707-8478.