



**VENDOR AGREEMENT  
CHALE WOTE STREET ART FESTIVAL 2019**

**Please Contact the Vendor Management Team in Order to Schedule Your Set Up Date and Time As Soon As Possible.**

**VENDOR SPACE:**

Registration includes the option of any of the following spaces:

- Basic space - 6 x 12
- Half space - 12 x 12
- Full space - 24 x 24

Marquee:

- Small - 10 x 10
- Medium- 12 x 12
- Large - 16 x 16
- Extra large - 20 x 20

**Please note that all dimensions are in feet**

**PARKING:**

- All vendor vehicles **MUST** have a Temporary Vendor Parking Pass displayed in the front of the windshield while loading and offloading **AT ALL TIMES** with your name and a phone number you may be contacted on in case of emergency or your vehicle must be moved or your vehicle will be towed at your expense.
- All Vendor Vehicles delivering and dropping off items for your booth must be cleared from the loading and offloading zones by 9:00am.

### **FESTIVAL HOURS OF OPERATION:**

- Customer / Visitor Ready set up must be completed by 11:00am. Thus, your booth must be ready to receive visitors beginning at 12:00pm. Booths must be staffed from 12:00pm until 10:00pm.

### **CLEANUP / TEAR DOWN:**

- Tear down may occur **ONLY** after 7:00pm if Vendor plans to leave before 10:00pm
- Failure to clean up your booth area will result in a GHC 300.00 fine.
- Clean-up fee to be charged to your organization or business.

### **VENDOR CHECK IN:**

- All vendors **MUST** check in at the festival grounds - James Town by 9:00am on Saturday August 24<sup>th</sup> & 25, 2019.
- All business or other activity for which VENDOR has rented space must be conducted in the designated booth area **ONLY**. Distribution, layout or hanging of any items outside designated booth area is not permitted.
- All materials deemed offensive by Chale Wote producers will not be permitted to be sold or displayed. Please keep "adult oriented material" out of view of minors.
- All vendors and employees are expected to monitor themselves on all matters of conduct etc.
- No displays over 2.1 meters. in height or extending beyond the booth are permitted without prior explicit permission.
- Vendors shall not display, offer for review, or sell any illegal or contraband items the laws of Ghana and local ordinances of the City of Accra shall control. Vendors shall not display, offer for review, or sell any items that are unlicensed and/or copies/interpretations of licensed or registered items at any or all sites and operations of Chale Wote 2019.
- Vendor(s) shall indemnify and hold harmless Chale Wote Street Art Festival/Chale Wote Street Art Projkt its agents, successors, and assigns for any losses that should arise out of Vendor(s) actions, business activity or otherwise arising out of or from Vendor's participating in the subject event. Vendor(s) shall hold the festival harmless for any losses that should arise due to cancellation of the event, regardless of cause.

**REFUND POLICY / CANCELLATION / NO SHOWS:**

- A 65% refund will be given with a written request received by August 7th, 2019. A 50% refund will be given with a written request received by August 20th, 2019 if the space can be filled from an approved waiting list. No refunds will be given for any request received after August 14th, 2019.
- Festival Vendor understands that Chale Wote Street Art Projkt/Chale Wote Street Art Festival has no control over weather, acts of God, acts of terrorism, or government intervention or any other cause that may prevent and alter and or interrupt the Festival, and participants shall hold Chale Wote Street Art Projkt harmless for any losses that could arise because of such event. Chale Wote does not refund booth fees due to weather

**FESTIVAL FOOD VENDOR RULES / REGULATIONS**

- 1. Vendors agree to indemnify fully and hold harmless the City of Accra, Chale Wote Street Art Projkt and Chale Wote Street Art Festival, its officers, employees and agents against all damage claims, liabilities and causes of action of every kind and nature.
- 2. Comply with all health and fire permits, where applicable, at own expense.
- 3. Vendors are responsible for keeping food area attractive before, during and after the festival.
- 4. Ensure that grease and abrasives will not be disposed of on event property except in vendor garbage cans.
- 5. Ensure food stands have prices posted which will be visible to the public in signage that is professional in appearance and size.
- 6. Ensure that food/beverage stand will be staffed and opened the entire length of the festival.
- 7. Vendor and their employees shall use every measure to protect festival site from all damages. Vendor shall be responsible for damage caused by him or her to buildings and grounds.
- 8. Vendor will remove all trash in immediate food area during set up and breakdown. No trash is allowed to be left in food area after breakdown.
- 9. Set up begins at 9:00 a.m. on Saturday 24<sup>th</sup> August 2019. Food items needs to be available by 12:00 p.m. Breakdown and removal of vendor platform must be completed immediately after festival.
- 10. Plastic gloves shall be worn by all persons handling food. No contact with money shall be allowed by persons handling food. Hair must be covered.
- 11. In order to ensure a variety of food offerings, and reduce duplication, **VENDORS MAY SELL UP TO 10 MENU ITEMS AND NOT MORE**. Drinks will be considered a category rather than an item, so if you choose to sell drinks the whole variety of them will only count as one of your 10 menu items
- 12. Failure to meet the requirements may lead to removal from the event and no refunds will be provided
- All appropriate fire extinguisher equipment must be on site at your booth the entire period of your setup

I.....REPRESENTING

.....MOBILE NO:.....

**HAVE THOROUGHLY READ AND AGREED TO THE TERMS AND CONDITIONS TO BE A VENDOR AT CHALE WOTE STREET ART FESTIVAL 2019.**

**SIGNATURE.....**  
**VENDING MANAGER**

**DATE:**