**22nd Arab Cultural Festival**

**SF Union Square - Sat Oct 7th 2017 - 11 AM - 6 PM**

**www.arabculturecenter.org**

ARAB CULTURAL FESTIVAL BOOTH RENTAL POLICIES

ACCC is excited to showcase the music, art, goods and foods of the Arab world in Union Square at our 22nd Annual Arab Cultural Festival on Saturday, October 7th, 2017. We hope you and your business or organization will take advantage of the opportunity to sell and exhibit your goods to over 10,000 people!

WHO CAN APPLY USING THIS APPLICATION?

This application is for non-food vendors looking to sell goods at the 22nd Annual Arab Cultural Festival in San Francisco’s Union Square. Priority is given to booths with culturally specific Arab goods and services that enhance the Festival’s goals of education and exposure to Arab culture.

We will be offering information-only tables at our Festival. If you are an organization wishing to exhibit information, we ask that you apply to participate to products that are of cultural relevance to the Festival.

**If you are a food vendor and interested to sell food, please fill out our food vendor application, which you can find at** [**www.arabculturecenter.org/Forms**](http://www.arabculturecenter.org/Forms) **or call Altayeb Abdulrahim @ 415-515-6505**

We are looking for booths, which sell and exhibit goods in the following priority areas.

 Artwork by Arab artists

 Traditional Arab handicrafts

 Music – Musical instruments and/or musical recordings from the Arab world

 Clothing – traditional dress as well as t-shirts and other clothing items with Arab themes

 Books – books in Arabic, books that teach Arabic language, and books about the Arab world

 Jewelry

 Furnishings and décor

APPLICATION INSTRUCTIONS, DEADLINE AND NOTIFICATION

In order to apply for a booth at the 22nd Annual Arab Cultural Festival, please read this protocol and fill out the **Booth Rental Form** and return by fax, mail, or email with full payment to the Arab Cultural and Community Center by the following deadlines:

Festival applications that are received without payment will not be accepted

DEADLINES

August 30th, 2017

Submitting an application does not guarantee that you will receive a booth. The Festival committee will review Booth applications and a status letter will be sent out the first week of September. The status letter will state one of the following “Accepted”, “Waitlist”, or “Decline.” If your booth application is accepted, we will deposit your payment on September 10th. If you are denied for the event, we will send you back your payment with your status letter. If you have been waitlisted we will not deposit your payment until you are accepted, which you will be informed of by September 30th. Priority is given to booths with culturally specific Arab goods and services that enhance the Festival’s goals of education and exposure to Arab culture.

If your booth is accepted, approximately 2 weeks prior to the event we will mail/email instructions for your participation, it will include your space number, a map with your space, and general instructions that should answer most of your questions. After you receive the packet, feel free to contact us with any additional questions.

PRICING

High Visibility/Corner Booth a tent with two 8-foot tables and two walls...................$400

Regular Booth – a tent with three walls and one 8-foot table.....................................$350

Table only: one 6-foot table under a shared canopy tent with no walls....................,.$200

WHAT WE PROVIDE YOU WITH

ACF provides you with on site:

Regular booth rentals

One 10’x10’ tent with three walls, One 8” table, 2 chairs, and 1” x 10” signage

High visibility booth rentals

One 10’x10’ tent with two walls, Two 8” tables, 2 chairs, and 1” x 10” signage

Table-only rentals

One shared canopy with no walls, 6” table, 2 chairs, 1” x 6” signage

ACF DOES NOT provide you with (please bring your own):

 Table skirt/Table clothe. If you do not bring your own tablecloth, you must purchase a table

cloth from the ACF for $10.

 Decorations

 Additional tables and chairs

 a dolly/hand truck for loading and unloading goods

 Electricity

REFUND POLICY

Accepted exhibitors at the Festival may withdraw from the event 30 days or more prior to the event and receive a 100% refund on their space fee. If the withdrawal is made 29-8 days from the day of the event, you will receive a 50% refund unless we find a replacement, then you will be fully refunded. If the withdrawal is made one week (7 days) from the event, no refund is available as all funds are committed to the production, promotion, marketing and advertising of the Festival. All refund requests must be made in writing and received by our office via fax, email or regular mail. Please site the reason for the withdrawal.

BOOTH REGULATIONS

The following are guidelines that should be strictly followed by each booth participant. Failure to abide by these rules will result in cancellation of the contract between the vendor and the ACF.

“Booth vendors” (definition): Any group, organization, or individual renting a booth of any kind or a table in the 20th Arab Cultural Festival.

 Booth vendors may not sell food.

 Booth vendors may arrive by 9am on the day of the Festival for set up and provide their own equipment and people-power for loading/unloading goods. Set up must be complete by 11am or booth vendors will not be allowed to participate in the Festival.

 Booth vendors will remain strictly within their respective booth parameters.

 ACF takes high pride on the outlook of the festival, so the good appearance of your booth is a must and the ACF personal will bring it to your attention if things are needed to adjust during the festival.

 Items brought in by booth vendors for the event must be kept in your possession at all times. Packages, boxes, etc. may not be left unattended and must be removed from the Square at the end of the event.

 NO Smoking, Drinking, or smoking materials (that includes E-cigarettes) will be allowed at the festival.

 Booth vendors shall not solicit festival attendees (soliciting includes engaging festival guests in any arguments, harassment, persuasion, violence or any behavior that is disruptive to the Festival)

 Booth vendors may not sell or exhibit any racially or sexually offensive materials

 The Arab Cultural & Community Center and The Arab Cultural Festival names shall not be used in affiliation with any Booth vendors’ views, materials or political affiliations.

. The Arab Cultural & Community Center and the management of the Arab Cultural Festival reserve the right to refuse, deny or remove any Booth vendors that do not abide by the rules and regulations stated above.

. No sales of tickets for future events will be allowed. Soliciting donations are only allowed by official non profit organizations who furnish and post a copy of their 501C license