



ncnw
sacramento valley section

Dr. Mary McLeod Bethune
Founder

January 26, 2024

Dorothy I. Height
Chair Emerita

Dear Vendor:

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Re: Sacramento Valley Section of the National Council of Negro Women, Inc. (SVS-NCNW) 35th Annual Sweet Potato Festival:

The SVS-NCNW will celebrate our 35th Annual Sweet Potato Festival (SPF). The festival will take place on **Saturday, March 23, 2024**, at the Samuel and Bonnie Pannell Community Center, located at 2450 Meadowview Rd., Sacramento, CA 95832 from 10 a.m. to 4 p.m.

Resource or Small Business Vendor fees are \$125.00 per space which includes one 8-foot table and two (2) chairs. Spaces will be assigned based upon your sign up and received payment. You may choose to submit your application via the SVS-NCNW online application and pay source, located on the SVS-NCNW website at www.svs-ncnw.org. Please scroll to the Sweet Potato Festival landing page to complete your online application and to pay.

Should you choose to submit your application and payment via postal service, please mail both to P.O. Box 231936, Sacramento, CA 95823. Checks should be made payable to: SVS-NCNW, Inc. (in the memo area please put SPF Vendor Fee). Application and payment must be submitted by March 15, 2024.

Vendors will be allowed in the center for set-up the morning of the event at 8:00 a.m. and must be set up and ready by 9:45 a.m. Vendors' wares and table must be broken down and removed from the center no later than 5:00 p.m. (after the event). Additional fees in the amount of \$20.00 will be assessed for every 15 minutes thereafter if you have not cleared the center.

Please note:

- There will be no vendor registrations at the door on March 23, 2024;
- As an exhibitor, you are required to hold a valid California Sellers' Permit (if applicable);
- Food vendors will not be allowed for the festival;
- The State Board of Equalization requires prior verification of all permits, therefore, please type/print your permit number clearly on the registration form.

Please feel free to contact me should you have any questions at 916-803-1399 or धारंग08@gmail.com.

Thank You

Dharon Grayson

Dharon Grayson
Coordinator
35th Annual Sweet Potato Festival
SVS-NCNW



Vendor Agrees to the Following Guidelines
NCNW- SACRAMENTO VALLEY SECTION
THIS PAGE MUST BE RETURNED WITH APPLICATION

Vendor Agrees to the Following Guidelines

- 1. Vendor application and payment completed online, or Vendor application and payment (via check) submitted by postal mail are due by March 15, 2024. The vendor fee is \$125.
- 2. This includes One (1) space (One Table and Two Chairs) as outlined above. One vendor per space.
- 3. Checks shall be made payable to: SVS, NCNW, Inc.; in the memo put SPF Vendor Fee.
- 4. To stay within the space allotted for your respective booth and to be the only occupant and vendor of the (one) space allotted.
- 5. Kitchen facilities are not to be used by vendors.
- 6. Vendors may use a tent as the space allotted per specifications if outside.
- 7. All vending merchandise and displays must be placed on tables within space allotted and all excess merchandise and boxes must be stored out of sight.
- 8. ALL VENDORS MUST DISPLAY A SIGN WITH THE BUSINESS NAME
- 9. There will be a \$20.00 charge for every 15 minutes the vendor is still present in the center after 5:00 pm.
- 10. There is no refund of vendor fees for "no shows" or cancellations for the space allotted.
- 11. Masking and scotch tape only.
- 12. Table coverings must be used if using Samuel and Bonnie Pannell Community Center's tables.
- 13. If you bring in items that will be on the floor you must place a 3x3 or larger piece of cardboard under each corner that touches the ground.
- 14. Do not drag anything across the floors.

I have read and agree to abide by all guidelines for participating in the 35th Annual Sweet Potato Festival. I understand that SVS-NCNW and the Samuel and Bonnie Pannell Community Center reserve the right to ask any vendor to leave the premises if she/he breaks a City Ordinance and /or guidelines of the 35th Annual Sweet Potato Festival as well as the Samuel and Bonnie Pannell Community Center.

Initial _____

The Vendor shall defend, indemnify and hold harmless the Samuel and Bonnie Pannell Community Center, Sacramento Valley Section of National Council of Negro Women, Inc. its officers, agents or employees, from and against all liability. Loss, expense, attorney's fees, or claims of injury or damages arising out of the performance of this agreement but only in proportion to and the extent such liability, loss, expense, attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional act or omissions of vendors, his/her officers, agents or employees.

Initial _____

By signing below, you acknowledge that you have read all the guidelines to participate in the 35th Annual Sweet Potato Festival.

Signature: _____ Date: _____

Print Name: _____

Vendor Coordinator initials: _____ Received date: _____



National Council of Negro Women
35th Annual Sweet Potato Festival on March 23, 2024
Application to be a Vendor

THIS PAGE MUST BE RETURNED

To register, please apply online at www.svsncnw.org BY March 15, 2024.

PLEASE PRINT LEGIBLY

Business Name: _____ Telephone: _____

Name of Person who will attend event: _____

Address/City _____

Zip _____

Contact Person _____

Email Address _____

CA Seller Permit Number: _____
(All Small Business vendors are required to hold a CA Sellers permit)

Products Sold (describe what will be sold): _____

of Spaces _____ x \$ _____ = \$ _____ Amount Enclosed \$: _____

Date of Electronic Online payment at SVCNCNW.ORG: _____ Transaction ID#: _____

Check # _____ Money Order # _____

Requesting Prime Location: _____ (Yes) _____ (No)

Vendor has read and agrees to guidelines for event occurring on March 23rd, 2024

Signature: _____ Date _____

Print Name: _____ **Date:** _____