

**14<sup>th</sup> Africa Culture Days Forchheim from July 3rd to 5th 2020**  
**Application for a market stall**

I hereby would like to register for participation in the bazaar at the African Culture Days 2016 in Forchheim.

Contracting party

Name/ firm: \_\_\_\_\_

Country of origin \_\_\_\_\_

Address (Germany) \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address/ Website: \_\_\_\_\_

Previous participation / when: \_\_\_\_\_

Person in charge to the booth, name and mobile number:

---

**Time-schedule**

Construction: Friday 08:00 AM – 04:00 PM (Food stalls according to the arrangements,  
Thursday 05:00 AM)

Deconstruction: Sunday 08:00 PM - 12:00 PM

Bazaar hours: Friday 05:00 PM – 10:00 PM, Saturday 11:00 AM – 10:00 PM,  
Sunday 11:00 AM – 08:00 PM

**Charges**

**Booth Fees:** The service fee includes the rent for the stand, security in the night hours, and electricity consumption up to 2 KW. (If consumption exceeds 2 KW an additional payment of 20 Euro is charged for every extra 2 KW.)

All Charges include VAT (19%) for the food stalls below.

The booth payments are only refundable when a cancellation notice has been received by a minimum of seven days prior to the start of the festival.

**Food stalls:** Stand booking fee: max. 4 meter € 490, 4,5 - 6 meter € 590 including electricity and water. Max. depth 4 meter.

- Performing artists and employees of the African Culture Festival must be able to attain food and drinks in exchange for food stamps. Therefore the organizer refunds food stamps with an all-inclusive prize.
- All stands with food must have health certificates available. The compliance with the statutory requirements is mandatory!
- 

**Information stands** with social and charitable background without sale: Free

### **Commercial stands**

Booth fee street level	until 05/15/19	85, 00€/ front meter	
Booth fee castle moat	until 05/15/19	75, 00€/ front meter	
Past the deadline	after 05/15/19	95, 00€/ front meter (space not guaranteed)	
Final deadline	Until 05/20/19		

Cash payments on site cannot be accepted.

If you reached the payment deadline, the higher rate is automatically valid.

Do not pay booth fees until you have received an invoice from us.

**Booth deposit:** 50 Euro; **Parking lot deposit:** 20 Euro (optional *provided that one of the parking lots on the festival area is taken up. Overnight stay on the festival parking lot is not permitted anymore. There are alternatives free of charge in walking distance.*) Electric power connector: 25 Euro

The deposits will be refunded upon departure as long as there are no complaints

### **Application Details**

Type of stand/ size (maximum width 6 meters x depth 4 meters)

Food stand width: \_\_\_\_\_ meters  
Information stand width: \_\_\_\_\_ meters  
Sale of goods stand width: \_\_\_\_\_ meters  
Braid braids stand width: \_\_\_\_\_ meters

Please indicate precisely which products from which countries of origin you offer. Also note that counterfeit items from e.g. Asia are not permitted. High quality products from other countries may be accepted as an exception in case there is no similar product available in Africa.

In order to ensure a good variety of products the organizer of the Market reserves the right to limit the number of stalls offering similar items. Drums and alcoholic beverages permitted on the premises are those sold by the organizer.

### **Product Details**

Type of product	Definition	Country of origin
Arts and craft		
Jewelry		
Clothing/ Textiles		
Musical instruments		
other		

If possible I want to build on the museum level \_\_\_\_\_, in the castle moat \_\_\_\_\_  
(We try to consider your wishes, but cannot give any guarantees.)

**Duty to implement safety precautions:**

- From the point of provision up to eviction of the stall place the operator has the duty to maintain safety in the area of his stand.
- The stand operator shall free the organizer of his liability from the viewpoint of a breach of safety precautions.

**Registration:** To apply, please send the completed form (page 1&2), as well as your business license to the following contact: Scan/Mail: [afrika-basar@forchheim.de](mailto:afrika-basar@forchheim.de), Address: African Drums, Fischergasse 14, 91278 Pottenstein

Registration via fax is not possible!

After your application please wait for a message from us. You will receive notice until March 2020. You will always receive a message from us.

Please add by way of application a picture of the stall. Particularly attractive designed stands are preferred.

**Power connector** (The cable drum or the extension lead must be suitable for the outside application. Otherwise no power connection is granted on site.)

Is required: number of connections \_\_\_\_\_ KW \_\_\_\_\_

Copy of the business license is included.

I confirm that the provided information is complete and correct.

My offered goods come exclusively from African production.

I only use a cable drum or extension lead suitable for outdoor use.

Copy of the business license is included.	
I confirm that the provided information is complete and correct	
My offered goods come exclusively from African production.	
I only use a cable drum or extension lead suitable for outdoor use.	

Furthermore I confirm that I have and understood the service charges listed on the instruction sheet for stand operators as well as the dates and supplementary notes. I accept the conditions listed.

Date/ Place

Signature

### **Information for stand operators**

#### **Imposed by the town of Forchheim: The conditions of the city are to be followed.**

The festival is organized by the Pfalzmuseum Forchheim on behalf of the city of Forchheim, Kapellenstraße 16, 91301 Forchheim.

If you have any questions, please only send an email to: [afrika-kulturtag@forchheim.de](mailto:afrika-kulturtag@forchheim.de)

#### Garbage:

For the cleanliness of the environment of his stand every stand operator is responsible. Vendors are responsible for keeping their space attractive during Bazaar hours and for cleaning up their space after the Bazaar closes, including removal of garbage and sweeping up any debris. A garbage deposit of 50, - € will be charged on location. If the place is left clean, the deposit will be returned by departure. A subsequent payment is not possible.

As of 2018 our invoices will include the VAT.

#### Invoicing:

- The fee for the stands is due after invoicing.
  - The balance is due before the festival and without deduction.
  - With the invoicing the application to the bazaar is accepted.
  - Without payment of the invoice amount to the specified time limits, the registration is not valid.
- The invoice will be no expulsion of the VAT.

#### Damage:

- The organizer of the festival is not responsible for damages incurred to the stands during the bazaar.
- Damage to the equipment of the Kaiserpfalz by the stalls are to be avoided.
- Especially liquids or foods, cosmetics and braiding materials should not leave any traces on the festival fairgrounds.
- The stand operator shall be liable for any resulting damages.
- The stand operators shall also be liable under the statutory provisions for damages, caused by the operation of the bazaar to third parties. The stall operator shall indemnify the organizer free of its liability towards third parties.

#### Market rules:

- The service providers are responsible for the safe and weatherproof building of their own stands.

- Required equipment such as tents, tables, chairs, exterior suitable extension cords and multiple plugs etc. are to be brought by the stand operator. Cable adapters are available for a deposit by the organizer.
- The space assigned by the organizer is to be strictly maintained.
- The setup and dismantling period, as well as the market times are to be observed.
- Sonication of the stand is permitted only in such volume that neighboring stands and the bazaar program will not be disturbed.
- Only goods of African origin are permitted for sale. The sale of goods from another source is allowed only to a minor part by prior arrangement with the organizer and only with note to origin of the goods.

The organizer reserves the right to pronounce a closing of the stand, should any of the market rules be breached. Refunds will not be made .

There will be no exception concerning the setup time. For vendors these are exclusively on Friday. Other participants such as the organizer team, manager of events and food and beverage caterer are exempted from above.

The space assigned by the organizer is to be strictly maintained. The booth size given at the time of registration may not be exceeded.

Upon arrival please register at the Museumskasse (main entrance). The organizer will guide you to your location. Upon registration a 50 € deposit is due (the fee increases to 70€ in case you intend to use also a parking lot.)

Please make sure that you use a cable drum or extension cord suitable for outdoor use. Alternately, you can rent a cable from us for nominal fee of 20 € + deposit. Without the proper equipment, there is no possibility of being connected.

All vehicles are required to leave the location until 4 p.m. The setup needs to be completed until 5 p.m. Every vendor is responsible for the safety and design of his booth.

Please note that we will not be able to provide any additional items such as benches, chairs, tables etc.

\*Since it is our goal to offer a variety of authentic products we kindly ask you to refrain from selling counterfeit products from Asia.