



Penn School National Historic Landmark District
First School in the South for Formerly Enslaved West Africans

TRADITIONAL AFRICAN AMERICAN
GULLAH/GEECHEE FOOD APPLICATION 2023
39TH Annual Heritage Days Celebration

Date: Friday November 10th, and Saturday November 11th

Location: 16 Penn Center Circle West, St. Helena Island, SC 29920

Contact Person: Dr. Marie Gibbs, 843-838-2474

Email heritage_festival@enncenter.com

Website: www.penncenter.com

Food Vendor Schedule:	Friday, November 10, 2023	9:00 a.m. - 5:00 p.m.
	Saturday, November 11, 2023	8:00 a.m. - 5:00 p.m.

Application Instructions:

1. Complete the application in full (incomplete applications will not be considered).
 2. Email or send your signed application and required documents *to Heritage Days Celebration*.
 3. Include your payment money order, cashier's check payable to *Penn Center*.
 4. Credit card payment can be made by calling **843-838-7105** from 9:00 am -4:00pm, Mon.-Sat.
 5. Food Vendor's Booth space 1 day **\$350**, 2 days **\$450**. Food Trucks 1 day **\$500**.
 6. Deadline date is November 3, 2023 for applications.
- (Note: This is a reduced price this year due to the US Economy)

Organization/Company/Business _____

Contact Person: _____

Emergency Contact Person: _____

Address: _____

Phone: Day: _____ Evening: _____

Email Address: _____

Business License number _____



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Admission Requirements/Rules & Regulations

You will be notified of your application receipt via email or phone within five business days.

ASSIGNMENTS FOR SPACE

Penn Center reserves the right to assign all food space. Vendors will be selected on a first come first serve basis and the quality of the food items for sale.

FOOD VENDOR SPACE

Vendors must conform to the size of their space and must not obstruct the view of others. All booths are 10 X 15.' Special arrangement may be made for larger space. Vendors not conforming to these specifications, or which, in design or operation is otherwise found objectionable in the opinion of Penn Center will be prohibited.

CONTRACT ACCEPTANCE

Vendor agrees that unless and until the contract/application is accepted by Penn Center, it is not binding. All applicants not accepted by a letter of confirmation will receive a refund, less \$35.00 processing fee.

TERMINATION OF EXHIBIT

Should the premises on which the 39th Penn Center Heritage Days Celebration is to be held become, in the sole judgment of Penn Center, unfit for occupancy, or should the Celebration and exhibits be materially interfered with by reason of strike, picketing, boycott, embargo, injunction, war, riot, inclement weather, emergency declared by a government agency, or any other act beyond the control of Penn Center, the contract for food space may be terminated. Penn Center will not incur any liability for damages sustained by the food vendor because of termination. The food vendor expressly waives such liability and releases Penn Center for all claims for damages and agrees that Penn Center shall have no obligation in such an occurrence.

WITHDRAWAL

Withdrawal of vendor will not be accepted unless written notice of such withdrawal has been postmarked by Friday October 13, 2023. Any food vendor who withdraws by this date receives 50% of amount paid. Any withdrawal request postmarked after October 13, 2023, forfeits the entire reservation fee.

LIMITATION OF LIABILITY

Penn Center will not be liable for any loss or damage to the property of vendors due to fire, robbery, accidents, or any cause whatsoever that may arise from participation in its 39th Penn Center Heritage Days Celebration.

GENERAL RESTRICTIONS/INSTRUCTIONS

Mechanical apparatus must be muffled so noise does not interfere with other exhibitors. Each vendor will be allowed to utilize one small, muffled generator. *Penn Center will NOT provide any Electrical Power.*

Food Vendors assumes all responsibility for compliance with local, city, and state ordinances and regulation covering fire, safety, and health. No combustible decorations, such as crepe or tissue paper, cardboard, or corrugated paper should be used at any time. All packing material, containers, excelsior and wrapping paper are to be removed from the ground and must be stored under the table behind the display. Volatile explosives and other flammable material, or other substance prohibited by law or insurance carrier, are not permitted on premises. Distribution of material and samples other than professional literature is prohibited. Canvassing or distributing outside the exhibitor's own space is not permitted.

The vendor coordinator reserves the right to restrict any exhibit, which might be considered undesirable. This restriction applies to merchandise, conduct, dress, printed material, or anything objectionable to the exhibit.

All points not specifically covered are subject to the decision of Penn Center, Inc. At the conclusion of the event, each vendor will pick up and bag all trash and debris. Do not discard used grease, gravy, water, and food on campus.

If you agree with the terms and condition outlined, please sign and date below.



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Name: _____ Date: _____

Food Vendor Schedule

It is your responsibility to arrive at least 2 hours in advance of the outlined schedule. Vendors are limited to TWO vehicles. We are not responsible for any delays caused by traffic, car problems or detours.

No Admission Fee for Vendors, but there is a \$5 admission fee for visitors, children six and under free.

FRIDAY: \$5.00 admission fee.

SATURDAY: \$5.00 admission fee.

Application Payment for Exhibit/Vendor Booth Space

(Vendors will be limited to two spaces)

When do you want to move in & set up? Please indicate by checking you day(s)

Friday Saturday

Booth Fees

I (we) hereby reserve _____ booth(s) at \$350 per booth for one day or \$450 per booth for two days. I (we) agree to the terms of the contractor exhibit space guidelines as outlined in this brochure. I will park in the appropriate vendor parking lot and will not move my vehicle during event hours of operation.

	Quantity	Price Pre Space	Total
Food vendor	_____	_____	\$_____
Food Trucks requires two spaces			

Quantity	Price Pre Space	Total
_____	_____	\$_____

Suggested Menu

Please list below two menus that you would like to serve.

Penn Center, Inc., reserves the right to choose a menu for you to prevent duplications by other vendors. Please note that traditional local African American and Gullah/Geechee foods are a requirement for all food vendors.

Menu – Please list your menu or attach pictures.

