

AFRICAN ASSOCIATION OF MADISON, INC.

P.O. BOX 1016, Madison, WI 53701

[info@africanassociationofmadison.org](mailto:info@africanassociationofmadison.org) [www.africanassociationofmadison.org](http://www.africanassociationofmadison.org)



## AFRICA FEST 2025

Saturday, August 16, 2025, 10:00am – 10:00pm

McPike Park, 202 S. Ingersoll Street

Madison, WI 53703

### Food Vendor Contract

Please Complete The Following Required Information:

Company/Organization:			
Address:			
City/State/Zip:			
Contact Person:			
Email:		Phone:	
Public Health Food License Name and Number:		Last 4 Digits of SSN:	

Wisconsin Seller's Permit Number (15 digits starting with 456):	
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Typical Items To Be Sold:	

This agreement is entered into and between African Association of Madison and Food Vendor (hereinafter "Vendor").

#### Fees and Payment:

**Vendor agrees to pay African Association of Madison a non-refundable registration fee of \$300.00 (Three Hundred Dollars)** for sale of vendor food items at Africa Fest. African Association of Madison will not be selling tickets for vendor items; vendors are therefore allowed to transact directly with customers. **Any vendor wishing to sell any form of permissible beverage at Africa Fest must include an additional \$50.00 fee payment.**

#### City Health Department Permit Requirements & Inspection:

Vendor is responsible for obtaining necessary permits and licenses from the City of Madison, City Clerk's Office in Room 103 on the City-County Building 210 Martin Luther King Jr. Blvd.

- Food vendors are required to have a [Transient Food Stand License](#) from PHMDC (Public Health Madison-Dane County) and must provide this license number & information to African Association of Madison. Contact [leadadmin@publichealthmdc.org](mailto:leadadmin@publichealthmdc.org) for requirements or questions.

- A public food inspector will inspect vendor's food preparation and sales area for health and safety conditions. Vendor will not be permitted to sell or display vendor's products if Vendor fails such inspection. Vendor is responsible to be setup and ready for inspection 30 minutes prior to the opening of AFRICA FEST. If Vendor misses their inspection time, Vendor will not be permitted to sell vendor's products at AFRICA FEST.

**Equipment Requirement:**

Vendor is responsible for providing all equipment, including tables etc. to properly prepare or display their products for sale. Vendor is responsible for providing to African Association of Madison electrical requirements for their equipment. No loud or amplified audio/music system is allowed.

**Indemnification:**

Vendor agrees to provide African Association of Madison a Certificate of Insurance to indemnify and hold harmless African Association of Madison from any and all claims, act of negligence, or willful or malicious conduct on the part of the Vendor or any agent, employee, representative or volunteer of the Vendor. In the event of any claim against African Association of Madison, Vendor shall defend and indemnify African Association of Madison against all claims, lawsuits, or damages whatsoever, including but not limited to legal fees or fines resulting from the aforementioned conduct by Vendor, its agents, employees, representatives, or volunteers.

**Hours of Sales:**

Vendor shall make all reasonable efforts to have available its products for sale during the duration of AFRICA FEST (10:00 AM to 10:00 PM). Vendor must be setup 30 minutes prior to opening of AFRICA FEST. Vendor areas must be left clean at the conclusion of the festival.

**Act of God:**

In the event that the AFRICA FEST is rendered impossible by reason or flood, earthquakes, storm, war or civil strife, industrial disturbance, strike, fire, lock-out, epidemic, or any other Acts of God, order or decree, rule or regulation of any Governmental Agency or for any reason of a similar or dissimilar nature beyond the control of the contracting parties, it is understood that this contract is null and void.

**Please Sign Contract:**

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Contractor (Food Vendor) Signature & Date

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Sponsor (Africa Fest) Signature and Date

- **Submit Signed Contract and Registration Fee Check by Monday, June 30, 2025.**
- **Make Registration Fee Check Payable to: "African Association of Madison" and send to:**

**AFRICA FEST  
African Association of Madison, Inc  
P.O. Box 1016  
Madison, WI 53701-1016**

**OR: Return form to: [info@AfricanAssociationOfMadison.org](mailto:info@AfricanAssociationOfMadison.org) and Pay securely using your Visa, Mastercard or any other form of credit/debit card via PayPal.com by clicking on the link: [Pay/Donate \(paypal.com\)](https://www.paypal.com) and select "Vendors Fees".**

*For Additional Information Contact: Ray Kumapayi 608-658-8264*