



LANSING JUNETEENTH CELEBRATION
WWW.LANSINGJUNETEENTHCELEBRATION.ORG

VENDOR/EXHIBITOR FORM

Juneteenth Booth Rental Application – 2016 Juneteenth Festival
June 17-18, 2016 St. Joseph Park, Lansing

“Juneteenth! Where the Reunion Begins”

Please read the following instructions prior to completing the attached application.

The Progressive Empowerment Education Resource Services (P.E.E.R.S) and the Lansing Juneteenth Committee will host our annual Juneteenth Celebration Baseball Game on Friday, June 17, 2016 and our annual Juneteenth Festival on Saturday, June 18, 2016. Vendors/Exhibitors interested in participating in this year’s event must complete and submit a Juneteenth Celebration Vendor/Exhibitor Application. The function of this application is for the submission to the City of Lansing and Juneteenth Vendor Committee, in order to understand and accommodate the specified requirements and the appropriateness as it relates to the Juneteenth Festival.

Prior to completing the application, please review the festival information and vendor requirements. Each vendor/exhibitor will be required to complete a Vendor/Exhibitor Application.

Description of Event:

The annual Juneteenth Baseball Game and Festival will be held at St. Joseph Park, located between W. Michigan Avenue and W. St. Joseph Street, behind Sexton High School football field.

An event unlike any other event in our Capitol City, the Juneteenth Celebration draws over 4,500 notable dignitaries, influential young professionals, and a significant media presence. The Juneteenth three-day festival features entertainment, music, educational exhibits, a health fair, community parade, guest appearances, VIP stations, and activities for the entire family.

Schedule of Events For Vendor/Exhibitor Participation:

Friday, June 17, 2016: annual Baseball Game begins at 6:00 pm until closing.

Saturday, June 18, 2016: annual Juneteenth Celebration Festival begins at 12:00 pm and ends at Dusk.

ALL VENDORS/ EXHIBITORS MUST BE SET UP 30 MINUTES PRIOR TO OPENING OF EVENTS

If you have any questions, or need additional details, please contact Marsha Plummer by email at marshaplummer@lansingjuneteenthcelebration.org with the subject heading “Juneteenth Vendor/Exhibitor Form.” For additional information, please visit our website at www.lansingjuneteenthcelebration.org. We look forward to your participation this year.

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Festival Information and Requirements: *Please read carefully.*

Application Review Process:

The Application review process begins with the submission of a completed application with ALL required attachments. Upon receipt of your application, a committee member will review it for approval. A completed application with ALL required attachments must be received for your application to be processed. Failure to provide these required items could result in immediate denial of your application.

Fees:

DEADLINE – 5:00 pm on Wednesday, June 1, 2016

Dates	Booth Fees	Minimum Deposit	Electric Service (if needed)	Deadlines
Friday & Saturday June 17-18, 2016	\$175	\$90	\$25 (requirements greater than 110v will incur additional fees)	<ul style="list-style-type: none">• Deposit must be paid by Friday, May 6 to secure your placement in Festival advertisement• No refunds after Tuesday, May 31• No checks after Tuesday, May 31 (Cash or Money Order Payments Only)• Final balance due by Wednesday, June 1, 2016
Friday Only June 17, 2016	\$85	\$45		
Saturday Only June 18, 2016	\$115	\$60		

TERMS AND CONDITIONS

Electronic Submission:

Once the application is completed, please review the checklist below prior to submission. Vendors/ Exhibitors may complete the application electronically on our website or submit their completed application and all attachments via email to marshaplummer@lansingjuneteenthcelebration.org with the subject heading “Juneteenth Vendor/Exhibitor Form.”

U.S. Mail Submissions:

Vendors/Exhibitors may also print and complete the application. Once the application is completed, please review the checklist prior to submission. Submit your completed application with attachments to:

Lansing Juneteenth Committee
Attention Vendor Committee
P.O. Box 27623
Lansing, MI 48909

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Checklist - Required Attachments:

The items listed below must be submitted with your completed application. If all items below are not included, your application will not be processed.

- ☐ Sample menu(s) or item listings for sale
- ☐ Application
- ☐ Payment
- ☐ NEMA Form

For additional information on business licenses and taxes, please contact the Ingham County Health Department at (517) 887-4512 or Kyle Mitchell at Kmittchell@ingham.org to schedule an appointment. If you are not certified with the Ingham County Health Department, you are required to schedule an appointment two weeks prior to the event. For vendors that have a permit, please contact the Health Department and submit your name to the Juneteenth Festival Celebration list. All permits must be displayed at the festival.

Please list ALL electrical equipment you will be using and insert the total. A NEMA chart has been attached for vendors/exhibitors to select the appropriate outlet for your electrical needs.

Refrigerator(s) _____ Grill(s) _____ Mixer(s) _____
Hot Lamp(s) _____ Warmer(s) _____
Oven(s) _____ Crock Pot(s) _____

ALL other electrical equipment:

GENERATORS ARE NOT PERMITTED ON PREMISES

Festival Information and Requirements: *Please read carefully.*

- Tents and canopies exceeding 10x10 will be subject to additional fees (TBD).
- Vendors/ Exhibitors will be charged a \$25 fee for electrical use. Vendors/Exhibitors with electrical needs greater than 110V, or with special needs, will be charged an additional fee (TBD). Please see NEMA Form attached and select your electrical needs.
- Booth space is limited and available on a first-come-first-served basis. Vendor/Exhibitors must specify electrical needs using the NEMA Form attached. Vendors/Exhibitors must provide their own extension cords.

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- You must provide your own tent, tables, chairs, etc.
- ALL vendors/exhibitors must check-in 30-minutes prior to the start of events on Friday, June 17, 2016 and Saturday, June 18, 2016.
- ALL vendors/exhibitors must be off festival grounds by dusk.
- The vendors/exhibitors are responsible for returning the vendor/exhibitor area to its original condition prior to occupying the space (i.e. removal of all debris, such as boxes and trash).
- Absolutely no unattended vehicles may be left on the festival grounds the night before the festival.

THIS EVENT WILL OCCUR RAIN OR SHINE! BE PREPARED FOR THE WEATHER CONDITIONS (WIND, COLD, AND HEAT)

Failure to adhere to the Juneteenth Festival rules and regulations for participation will result in closure of the booth. Products that promote or depict sexual, violent, criminal or profane themes are not permitted. The sale or consumption of alcoholic beverages is not permitted on the premises.

Fees and Payments

Vendor/Exhibitor payments must be in the form of a check (**An NSF fee will be applied to final balance for returned checks**) or money order made payable to P.E.E.R.S. Payments can also be made online at our website www.lansingjuneteenthcelebration.org by PayPal. No refunds will be given after Tuesday, May 31, 2016. No checks will be accepted after Tuesday, May 31, 2016. Payments can be made ONLY by cash, money order or PayPal payments after Tuesday, May 31, 2016.

The final balance is due by Wednesday, June 1, 2016. Vendors/Exhibitors who register by Friday, May 6, 2016 will be listed in the Juneteenth Program and advertised in the *Juneteenth Telegraph*.

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Name of Business/Organization: _____

Owner/Coordinator: _____

Address: _____

City, State, Zip: _____

Business Phone: _____ Cell/Alt Phone: _____

Email Address: _____

Type of Merchandise: _____ Price Range: _____

Have you participated as a vendor in other festivals: Yes: _____ No: _____

Electricity needed for _____

110 Volts Only (\$25) _____ Higher Voltage and/or Special Needs (\$TBD) Yes: _____ No: _____

Water needed: Yes _____ No _____ Need to be near waste water container: Yes _____ No _____

Tent/Canopy size _____ (Note: Tents/Canopies/Exhibits exceeding 10x10 may be subject to additional fees.)

(Please review chart below and add your NEMA needs here): NEMA Plug: _____

Please sign and return the completed agreement, along with your payment. Make checks payable to P.E.E.R.S.
(Keep a copy for your records). Mail to: Lansing Juneteenth Committee, Attn: Vendor Committee,
P.O. Box 27623, Lansing, MI 48909 or follow submission instructions on our website:
www.lansingjuneteenthcelebration.org

- Deposit must be paid by Friday, May 6, 2016 to secure your placement in Juneteenth Festival advertisement. Deposits received after Friday, May 6, 2016 will be subject to the press/printing schedule and may be excluded from the *Juneteenth Telegraph*
- No refunds after Tuesday, May 31, 2016
- No checks accepted after Tuesday, May 31, 2016. Payments can be made ONLY by cash, money order, or PayPal payments after Tuesday, May 31, 2016
- Final balance due by Wednesday, June 1, 2016

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Risk & Liability

I, the undersigned, hereby release and agree to hold harmless the Lansing Juneteenth Committee from any damage to my property or any personal injury that I or my helpers may sustain while participating in the Lansing Juneteenth Festival on Friday, June 17, 2016 and/or Saturday, June 18, 2016. Further, I agree to abide by all policies and guidelines of the Lansing Juneteenth Committee. I understand that failure to follow these regulations can mean dismissal from this year's or future festivals without return of fees.

I understand that my space rental fee cannot be refunded after May 31, 2016. I understand that the festival does not carry insurance to cover my personal property and that I store my goods at my own risk.

Signature _____ Date _____