



VENDOR/EXHIBITOR FORM

Lansing Juneteenth Committee
Progressive Empowerment Education Resource Services – P.E.E.R.S. 501(c)(3)
Mailing Address: P.O. Box 27623, Lansing MI 48909-7623

Please read the following prior to completing the attached application.

Progressive Empowerment Education Resource Services (P.E.E.R.S) and the Lansing Juneteenth Committee will host our annual Juneteenth Festival on Saturday, June 8, Friday, June 14, & Saturday, June 15, 2024. Vendors/Exhibitors interested in participating in this year's event must complete and submit a Juneteenth Celebration Vendor/Exhibitor Application. This application is for submission to the Juneteenth Vendor Committee and the City of Lansing in order to understand and accommodate your specified requirements.

Description of Event:

The annual Juneteenth Ballgame will be at Benjamin Davis Park 5500 Pleasant Grove Rd. **AND** the 31st Annual Juneteenth Celebration will be at St. Joseph Park, 2125 W. Hillsdale St.

The Juneteenth Celebration draws nearly 5,000 people and a significant media presence. The three-day festival features entertainment, music, educational exhibits, a health fair, a community parade, and activities for the entire family. Please visit our website: lansingjuneteenthcelebration.org for additional details.

Schedule of Events for Vendor/Exhibitor Participation:

Saturday June 8, 2024: Juneteenth Community Softball Games begin at 12:00 pm and end at 5 pm. All vendors must be out of the park by 6pm.

Friday, June 14, 2024: 31st Annual Juneteenth Celebration Festival begins at 4:00 pm and ends at 8:00pm.

Saturday, June 15, 2024: 31st Annual Juneteenth Celebration Festival begins at 12:00 pm and ends no earlier than 8:00pm. All vendors must be out of the park by 9:30pm.

ALL VENDORS/ EXHIBITORS MUST BE SET UP 1 HOUR PRIOR TO OPENING OF EVENTS

If you have any questions, or need additional details, please contact Marsha Cunningham by email at marshaplummer@lansingjuneteenthcelebration.org or Joy Gleason at joy.gleason@gmail.com 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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Application Review Process:

The application review process begins with the submission of a completed application with ALL required attachments. Upon receipt of your application, it will be reviewed 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 delayed approval or denial of your application.

DEADLINE – 5:00 pm on Saturday, June 1, 2024
Absolutely no new applications accepted after June 1, 2024

Dates	Food Vendor	Minimum Deposit	Electric Service (if needed)	Deadlines
Saturday Only June 8, 2024	\$50	A minimum deposit of 50% of your vendor fee is due with your application.	For standard service \$40	Deposit must be paid by April 30, 2024 to secure your placement in festival advertisement. No refunds after June 1, 2024 No checks after June 1, 2024
Friday Only June 14, 2024	\$100			
Saturday Only June 15, 2024	\$150	Food vendors MUST have their entire fee paid by June 1, 2024 at 5pm.	For 30 or 50 amp service \$50	
Friday & Saturday June 15 & 16	\$175			
All 3 Dates	\$200			

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

Application Submission:



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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.” Vendors/Exhibitors may also print the application and submit your completed application with attachments to: **Lansing Juneteenth Committee, Attention: Vendor Committee, P.O. Box 27623, Lansing, MI 48909-7623.**

Health Department Guidelines – Food Vendors:

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

Festival Information and Requirements: *Please read carefully.*

- You must provide your own tent and other needs. Tents and canopies exceeding 10x10 may be subject to additional fees.

GENERATORS ARE NOT PERMITTED ON THE PREMISES

- Vendors/Exhibitors will be charged a \$40 fee for electrical use. Vendors/Exhibitors with electrical needs greater than 110V, or with special needs, will be charged a fee of \$50. Please photograph your male plug and send the picture in with your application to indicate your electrical needs. Please refer to the NEMA chart on the website and attach it if necessary. Vendors/Exhibitors must provide their own extension cords.
- Booth space is limited to those who have paid for their space by the deadlines here within.
- ALL vendors/exhibitors must check-in at least 2 hours prior to the start of events. Saturday, June 8, 2024 check in will begin at 10am. Friday, June 14, 2024 check in will begin at 12pm. Saturday, June 15, 2024 check-in will begin at 9am.
- ALL vendors/exhibitors must remain open until 8:00pm and be off festival grounds by dusk on Friday June 14 and Saturday June 15, 2024.
- 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.
- Please review the Fire Marshal’s requirements on our website (lansingjuneteenthcelebration.org)

Products that promote or depict sexual, violent, racist, criminal or profane themes are not permitted. The sale or consumption of alcoholic beverages is not permitted on the premises. Any and all pets are to be leashed and under control at all times in the park. Failure to adhere to the Juneteenth Festival rules and regulations for participation will result in closure of the booth.



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Fees and Payments

Vendor/Exhibitor payments may be by check (**An NSF fee of \$50 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 CashApp (\$LansingJuneteenthC) or PayPal. No refunds will be given after June 1, 2024. No checks will be accepted after June 1, 2024 after which payments can be made **ONLY** by cash, money order, Cash App: \$LansingjuneteenthC or PayPal.

For food vendors, the final balance is due by June 1, 2024. All other vendors may make their final payment upon check in but in **NO** case will any vendor without a completed application and 50% deposit be accepted. Vendors/Exhibitors who register by May 6, 2024 will be mentioned in our marketing and be advertised in the *Juneteenth Telegraph*.

Name of Business/Organization: _____

Contact Person: _____

Address: _____
Street 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 _____

Please indicate the total number of each type of electrical equipment you will be using. A NEMA chart is available on the website for vendors/exhibitors to select the appropriate outlet for your electrical needs. Please take a picture of your plug/s and submit it with this application.

Refrigerator(s): _____ Grill(s): _____ Mixer(s): _____

Hot Lamp(s): _____ Warmer(s): _____ Other: _____

Oven(s): _____ Crock Pot(s): _____ Lights _____



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Electricity needed for _____

110 Volts Only (\$40): _____ Higher Voltage and/or Special Needs (\$50) 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.)

Trailer Length: _____

Please sign and return the completed agreement, along with your deposit. Make checks payable to P.E.E.R.S. 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

Total payment amount enclosed or paid via CashApp: \$ _____

RISK AND 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 help may sustain while participating in the Lansing Juneteenth Festival on Saturday June 8, 2024; Friday, June 14, 2024 and/or Saturday, June 15, 2024. Further, I agree to abide by all policies and guidelines of the Lansing Juneteenth Committee. I have read and understand the Fire Marshal’s requirements and I understand that failure to follow any of these regulations can mean dismissal from this years or future festivals without return of fees.

I understand that my space rental deposit cannot be refunded after June 1, 2024. 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 _____ / _____