



## VENDOR/EXHIBITOR FORM

Juneteenth Booth Rental Application – 2015 Juneteenth Festival  
 June 19-20, 2015, St. Joseph Park , Lansing

**This agreement is between the vendor/exhibitor, and the Lansing Juneteenth Committee. All vendors shall operate a booth on the premises of St. Joseph Park. The vendor will occupy the premises starting Friday June 19, 2015 from 2:00 pm until closing. On Saturday, June 20, 2015 the festival will occur between the hours of 10:00 am till dusk.**

Booth sizes vary based upon the amount of space and number of vendors attending. Oversize commercial tents and exhibits may be subject to additional fees. The Juneteenth Committee is not responsible for vendor tables. Generators are not permitted.

**Booth fees and deposits are listed below for participating in the festival:**

Dates	Booth Fees	Minimum Deposit	Electric Service (if needed)	Deadlines
Friday & Saturday June 19-20 2015	<b>\$175</b>	<b>\$90</b>	<b>\$25</b> (requirements greater than 110v will incur additional fees)	<ul style="list-style-type: none"> <li>• Deposit must be paid by <b>May 16</b> to secure your placement in festival advertisement</li> <li>• No refunds after <b>May 31</b></li> <li>• No check after <b>May 31</b> (<i>Cash Or Money Order Payments Only</i>)</li> <li>• Final balance due by <b>June 2</b></li> </ul>
Friday Only June 19, 2015	<b>\$85</b>	<b>\$45</b>		
Saturday Only June 20, 2015	<b>\$115</b>	<b>\$60</b>		

Vendors/Exhibitors are responsible for bringing their own set up equipment (such as tables and canopies). **Vendors requiring electrical service will be charged a \$25.00 fee for connection. Vendors with electrical needs greater than 110v or with other special needs will be assessed an additional fee, to be determined on a case-by-case basis.**

Vendors/Exhibitors are welcome to decorate their area, as long as it is within good taste. The exhibit's décor must reflect the integrity and moral values of the festival. Each vendor is responsible for cleaning his or her area once the event has concluded.

Failure to adhere to the 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.

Contact the Ingham County Health Department at (517) 887-4512 (Kyle Mitchell) or [KMitchell@Ingam.org](mailto:KMitchell@Ingam.org) to schedule an appointment. Appointments need to be scheduled at least two weeks prior to the event. For vendors who have a permanent permit please contact the Health Department and submit your name on the list. All permits must be displayed at the festival.

**The final balance is due by June 5, 2015.** Vendors who register early (by May 16, 2015) will be listed in the Juneteenth Program and advertised in the *JUNETEENTH* Publication.

Please complete the attached registration form and send with your payment (checks or money orders made payable to P.E.E.R.S.) mail to:

Lansing Juneteenth Committee  
Attn: Vendor Committee  
P O Box 27623  
Lansing, MI 48909

If you have any questions, or need additional details, please contact Marsha Plummer by email ([marshaplummer51@yahoo.com](mailto:marshaplummer51@yahoo.com)) or phone (517-366-0528 or 708-872-0431 – Edwin Thompson). Additionally, check the Juneteenth website ([www.lansingjuneteenthcelebration.org](http://www.lansingjuneteenthcelebration.org)). We look forward to your participation this year!

Name of Business/Organization: \_\_\_\_\_

Owner/Coordinator: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Type of Merchandise: \_\_\_\_\_ Price Range: \_\_\_\_\_

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

Electricity needed for \_\_\_\_\_

Volts 110 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 12’X12’ may be subject to additional fees.)

- Deposit must be paid by May 16 to secure your placement in festival advertisement. Deposits received after May 16, 2015 will be subject to the press/printing schedule and may be excluded from the newspaper, the *Juneteenth Telegraph*
- No refunds after May 31
- No check after May 31(Cash Or Money Order Payments Only)
- Final balance due by June 2

**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 June 19<sup>th</sup> and 20<sup>th</sup>, 2015. 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, 2015. 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 \_\_\_\_\_

**Please sign and return the completed agreement, along with your payment. Make checks payable to the 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**