



## Pottstown Juneteenth Celebration 2024 VENDOR APPLICATION

Thank you for supporting our Annual Juneteenth Celebration. This is a single-day event set to take place Saturday June 15<sup>th</sup> 2024 from 11 a.m. to 7 p.m. Please read over this material thoroughly. We must have your signed vendor form and payment prior to the event. Your logo must also be emailed to: [pottstownjune19@gmail.com](mailto:pottstownjune19@gmail.com) in logo format: JPEG, PDF, or PNG

### VENDOR INFORMATION

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

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

Check if no physical location

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Business Description:

\_\_\_\_\_  
\_\_\_\_\_

What are you bringing/selling: \_\_\_\_\_

\_\_\_\_\_

Please provide your social media names below:

Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_

X (formerly Twitter): \_\_\_\_\_

LinkedIn: \_\_\_\_\_

TikTok: \_\_\_\_\_

YouTube: \_\_\_\_\_

# VENDOR AGREEMENT

## VENDOR RULES & GUIDELINES

1. Juneteenth Planning Committee shall have sole authority to interpret and enforce all rules and regulations.
2. If Juneteenth Planning Committee decides vendors are engaged in activities or displaying any items (products or services) contrary to the best interest of the community, Juneteenth Planning Committee may rearrange or remove such articles or cancel entirely any allocation of space without liability or refund.
3. Prohibited activities: No beer or wine may be served. All demonstrations and activities must be confined to your table space.
4. Electricity is not available.
5. Drugs and alcohol are also not permitted.
6. A vendor may photograph or videotape his or her own booth before or after event hours. Likewise, the Juneteenth Planning Committee may photograph or videotape exhibitor booths for present and future needs.
7. Space available on a first come, first served basis.
8. Vendor fees as follows: Refunds will not be issued if you cancel, cannot make it, or if you are removed/ejected from the event. Vendor registrations are not transferable. No exceptions.
  - Non-Food Vendors: \$75 per 10x10 tent space
  - Food Vendors: \$100 per vehicle; and \$100 per table/tent space
  - Non-Profit Vendors: \$25
9. No early breakdown permitted. Vendors must operate for the duration of the event
  - a. Set-up time: Saturday Jun 15 by 10:00 am.
  - b. Vendors will be provided space assignments one week prior to event
10. Booths should always be staffed. The Juneteenth Planning Committee is not responsible for lost, stolen or damaged items.
11. If you have a backdrop and/or retractable banner, please position it so that it does not block a neighboring vendor OR those walking on sidewalks
12. The Juneteenth Planning Committee will announce all vendors on Facebook. Please be sure to follow Juneteenth so that we can tag you in our posts.

Please sign, date, and return your vendor application indicating that you have reviewed and understand our guidelines.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_