

# IOWA JUNETEENTH OBSERVANCE

## Contract for Vendors and Exhibitors

### REGISTRATION

Note: If you prefer not to register online, please print out the Vendor Registration Form and mail completed contract and NON-REFUNDABLE payment to:

Iowa Juneteenth Observance  
PO Box 3092  
Des Moines IA, 50316

If you have any questions please call Kimberley Carr-Irvin 515.770.1773 or email:  
kimberlycarrirvin@ymail.com

**NOTE: Please make checks payable to: Iowa Juneteenth Observance**

**Contract for Vendors and Exhibitors – 2017 Juneteenth Celebration  
Saturday, June 17, 2017 12:00 – 6:00 pm**

**IMPORTANT: Please read and understand all information carefully before submitting Online Vendor Application**

- By applying online, you must pay all the vendor fee in full, after submitting this form in order for your application to be processed. Otherwise, please download the **paper application**.
- Please fill out all available fields. The form cannot be submitted unless all fields are completed.
- After completing all fields, click the "SUBMIT" & Proceed to "ONLINE PAYMENT" button at the bottom of the page.
- You will then receive payment instruction on the following page.

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

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

Phone: \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

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

### **CHECK CHOICE(S) AND LIST THE FOOD AND BEVERAGE, RETAIL, CRAFT, or ITEMS FOR SALE OR DISPLAY**

\$250, Corporations – includes 1 Tables, 1 Tent and 2 Chairs (more chairs may be available).

\$50, Small Business – Non-profit (Employees 0-50) includes 1 Tables, 1 Tent and 2 Chairs



- \$50, Food Vendors – includes 1 Table, 1 Tent if needed
- \$50, Churches (Congregation size 51-up) includes 1 Table, 2 Chairs and 1 Tent
- \$50, Churches (Congregation size 0-50) includes 1 Table, 2 Chairs and 1 Tent
- \$50, Fraternities and Sororities includes 1 Table, 2 Chairs and 1 Tent

NOTE: IJO Vender committee reserves the right to make all final descisions regarding acceptance and placement of your station. All committee approvals are final and non-disputable. All fees and a Certificate of Insurance for Food vendors are required to receive approval.

### **Rules and Regulations for Vendor & Exhibitor June 17, 2017 (Rain or Shine)**

- No alcohol allowed. This is a family event. No alcoholic beverage to be consumed on the property or grounds.
- Acceptance for all vendors and exhibitors (referred to as vendors) will be at the discretion of the Juneteenth Committee (referred to as The Committee).
- This contract is for space only for all vendors with the exception of large food vendors. Electricity is limited to large vendors. The Committee will not supply extension cords, additional tables or other equipment, nor furnish manpower needed to place trailers and equipment. Fees apply for the use of additional tables and chairs.
- Placement for vendors is at the discretion of The Committee based on space availability and limitations. Once a space has been designated, vendor cannot move without permission of The Committee.
- It is the responsibility of each contracted vendor to clean up around the contracted space and area on a continual basis throughout the duration of the Juneteenth Celebration. All trash and debris must be placed in the proper receptacles provided throughout the grounds.
- Vendors should arrive between 10:00 AM – 11:00 AM giving ample time to locate and set up their assigned area and be ready to start by 12:00 noon.
- Food Vendors must not leave before 7:00PM. Other vendors may leave at 6:00 PM

### **HOLD HARMLESS AGREEMENT**

- The Juneteenth Committee will not be responsible for any equipment left on the grounds, or for lost, damaged items, equipment, nor personal accidents or injuries, etc.
- All booths, equipment and supplies MUST be removed after closing by 7:30 PM
- Sharing, trading or selling a contracted space is strictly forbidden without prior written approval from The Committee.
- Selling or displaying items not on detailed list is in direct violation of this contract.

### **ALL FOOD PRICES MUST BE POSTED IN PLAIN VIEW**

You may sell only the foods listed on the contract.

**Payment in Full, signed Waiver Form, signed Contract and initialed Hold Harmless Agreement are required to reserve a space.**

**NON-COMPLIANCE OF THE RULES AS OUTLINED IN THIS CONTRACT OR IN FURTHER WRITTEN NOTICES COULD RESULT IN REMOVAL OF VENDOR**

I, \_\_\_\_\_, agree to be bound by this contract and abide by all rules, regulations and agreements as described above.

WE HEREBY CONTRACT FOR VENDOR SPACE IN ACCORDANCE WITH THE FORGOING AND WE AGREE TO COMPLY WITH SAID RULES AND REGULATIONS.

- I will pay the full fee online. (You will be directed to online payment page after completion of registration.

By Clicking on "Submit" below you are agreeing to be bound by this contract and abide by all rules, regulations and agreements as described above.

**SUBMIT & PROCEED to ONLINE PAYMENT**

**Iowa Juneteenth PO Box 3092 Des Moines Iowa 50316**