



Juneteenth ICT2024 | CORE Community Operations Recovery Empowerment
| 1004 N. Madison (STE 2) Wichita, KS 67214 | coreofwichita.org/Juneteenthict
Vendor Agreement | Terms and Conditions

Juneteenth ICT Vendor Dates

- Friday, June 14, 6 – 9pm
- Saturday, June 15, 11 am – 9 pm
- Sunday, June 16, 6 – 8 pm

Location: Historic McAdams Park 1329 E 16th St N

- See map for vendor placement

Vendor park questions

Tadonne 316.302.4481, Tasha 316.347.7336,
Danielle 316.768.7820 (do not call on Saturday, June 15th from 7 am to noon)

Vendor Armband Pickup: The Blackprint 104 N St. Francis Suite A

- 6/7 – 6/8 11 am to 6 pm
- 6/11 – 6/13 11 am to 6 pm
- 6/14 – 6/16 available at vendor check in

Vendor Setup Guidelines:

Welcome, vendors! Upon arrival, please promptly unload and move your vehicles. Utilize wagons and other equipment for setup to ensure vehicles do not obstruct roadways or grass areas. Please note, Juneteenth ICT will tow vehicles at the vendor's expense for non-compliance. We've staggered setup times by an hour to ease congestion on Saturday. Before arriving, review the map to find your assigned spot.

Setup and teardown are mandatory each day. Feel free to anchor tents using sandbags or water jugs. Any damages to the park are the vendor's responsibility.

Please pay attention to the areas that you are a part of on the maps for each day.

Vendor Setup

Friday, June 14 Vending Time Frame: 6 - 9 pm

- set up at 3 pm must be set up by 5:30 pm, tear down 9 pm

Saturday, June 15 Vending Time: 11 am to 9 pm

- 7:30 am set up Food Trucks, Sponsors, Kids Corner, vendors 51 – 80, tear down 9 pm
- 8:30 am set up, Health Village, Liberation Corner, vendors 1 – 50, tear down 9 pm

Sunday, June 16 Time: 6 to 9 pm

- set up open at 2 pm must be set up by 4:00 pm, tear down 9 pm

Check-In and Compliance:

Don't forget to check in and out at the Juneteenth ICT entry tent. Need assistance? Look for volunteers in red shirts or head to the entry tent near the main entrance. Ensure compliance with all guidelines set by Juneteenth ICT, CORE, volunteers, police, and security.

Sales and Refunds:

Remember, all sales are final, and refunds will not be issued. We appreciate your understanding!

Liability:

We're thrilled to have you join us as a vendor at the Juneteenth ICT festival! By participating, you acknowledge and agree to assume full responsibility for any personal injury or damage to personal property that may occur. While we strive to provide a safe environment, Juneteenth ICT/Community Operations Recovery Empowerment, its sponsors, volunteers, affiliated sponsors, and programs shall not be held liable for any loss or damage to merchandise or articles brought into the venue. Rest assured, the venue will provide adequate security as required by law for the Juneteenth ICT festival.

In joining us, you also agree to release and hold harmless all individuals and organizations associated with the event from any liability for personal injury, property damage, and potential Covid-19 exposure and/or transmission, whether to individuals present at the Juneteenth ICT events or not. Remember, vendors are responsible for handling and filing all taxes resulting from sales during the event. Oh, and just a friendly reminder, animals are strictly prohibited on the premises.

Please note that Juneteenth ICT reserves the right to deny vendor applications that contradict the mission, vision, and values of Juneteenth ICT & CORE. Additionally, the Juneteenth ICT Committee reserves the right to bar or remove any vendor from the Juneteenth ICT festival that refuses to follow all instructions from the committee, volunteers, police, and security. We pride ourselves on being a family-friendly event, so let's work together to keep it that way!

Deadlines:

We want to ensure everything runs smoothly for you! Remember, failure to submit payment by the deadline will result in forfeiture of your space, which will then be allocated to another vendor.

Food Trucks:

All food trucks will be assigned pre-designated parking locations. Let's keep the foodie vibes going!

Food Vendors:

Cooking up something delicious? Food vendors engaged in cooking at the festival may be required to bring a tarp to protect the park grounds. Let's make sure our surroundings stay clean and green!

Candidates and Elected Officials:

Are you running for office or already an elected official? We welcome your participation! However, please refrain from distributing controversial material, as determined by the Juneteenth ICT committee. Educational information is always welcome, though!

Layout:

We've designed the event layout to ensure the efficient operation of the market. Requests for layout adjustments are welcome but may not always be accommodated. Let's work together to make the most of our space!

Tables and Chairs:

Just a heads up, Juneteenth ICT will not supply tents, tables, or chairs for vendors. Remember to bring your own equipment to set up your booth. Let's make sure you're comfortable and ready to go!

Electricity:

Power up! Juneteenth ICT will not supply power, so remember to bring your own power sources as needed. Don't forget those tent lights for some added ambiance!

Teardown:

After a successful day, vendors must begin teardown at 9 pm each festival night and remove all belongings from the venue. If you need to leave early, just give us a heads up! We're here to help.

Waitlist Policy:

We understand plans can change! If you can no longer attend please immediately reach out to the vendor point of contacts, so your space can be replaced. No refunds will be given under any circumstances. We are sorry for the inconvenience in advance. As spots become available, vendors on the waitlist will be contacted.

Billing Policy:

Invoices will be sent, but please allow the committee time to process and review them. We appreciate your patience!

Return or Cancellation Policy:

All sales are final with no exceptions. Once you make the payment for your booth space, your booth space is secured. Just a friendly reminder, you may be assessed a cancellation fee. We want to make sure everyone has a fair chance to participate in our events.

Parking:

Parking spaces are allocated on a first-come, first-served basis. We encourage vendors to arrive promptly to secure their parking spot. By adhering to your setup time, you can ensure a better chance of securing a convenient parking spot. We appreciate your cooperation in making the parking process efficient and convenient for all vendors attending the festival.

Photo and Video Disclaimer:

We want to capture the excitement of the event! By vending at Juneteenth ICT events, you grant Juneteenth ICT and CORE the right to use your image, likeness, and/or voice in photographs, videos, and other media captured during the event for promotional, historical, and educational purposes. Your attendance at Juneteenth ICT events constitutes your acknowledgment and acceptance of this disclaimer. If you have any concerns about being photographed or recorded, please let us know, and we'll do our best to accommodate your request.

Absolutely No Sharing of Booth Space:

We want to ensure everyone has their own space to shine! Vendors are NOT permitted to share booth space with other vendors at the market. Each vendor booth will have access to only four vendor armbands. Additional members working the vendor booth must purchase a Juneteenth ICT armband. Let's make sure everyone gets the spotlight they deserve!

Please Follow All Rules & Regulations:

We want to create a positive experience for everyone involved! Failure to comply with all Juneteenth ICT rules, regulations, and requirements will result in vendor removal. We're here to support you every step of the way, so let's make it a great event together!