



JuneteenthICT2023 | 1004 N. Madison (STE 2) Wichita, KS 67214 | coreofwichita.org/juneteenthict
Vendor Agreement / Terms and Conditions

JuneteenthICT Vendor Dates

- Friday, June 16, 6 – 9pm
- Saturday, June 17, 11 am – 8 pm
- Sunday, June 18, 6 – 8 pm
- Monday, June 19, 6 – 8 pm

FEES Return or Cancellation Policy, ALL SALES ARE FINAL No Exceptions:

Vendor Fee per day \$125

Application Process

- Apply for a vendor space
- JuneteenthICT vendor committee will review application
- **IF APPROVED**, you will receive a follow up confirmation email and invoice to pay for your booth space. In order to be a recognized vendor you must submit your application and make the full payment upon the invoice request.
- The JuneteenthICT Committee reserves the right to bar or remove any vendor from the JuneteenthICT festival that refuses to follow all instructions from the committee, volunteers, and/or police. JuneteenthICT is a family friendly event.

Deadlines:

If your payment is not received by the deadline, your space will be made available and turned over to another vendor.

Food Trucks: All food trucks will have pre- designated locations to park.

Food Vendors engaged in cooking at the festival may be subject to bringing a tarp to protect park grounds.

Candidates running for office and elected officials are welcome but cannot provide controversial material as determined by the JuneteenthICT committee. Educational information is fine.

Layout: The event Layout is set up upon JuneteenthICT discretion. Our layout is setup so that the market can run efficiently. Requests are always welcome but may or may not be implemented.

Set-up

Vendors will be provided with a 10 x10 booth space to display their products. You will have 2 hours prior to the opening of the park for the festival to set up your booth space. Your space will be PRE-ASSIGNED ready for you to setup on the day of the festival. Additional setup information will be sent as each day of the festival may have different setups. Please pay attention to your emails as this will be the best form of communication with vendors. Vendors are allowed to stake their tents down on the grass. Sandbags and/or water jugs are also appropriate to hold tents down. Any damages to the park/land that may be caused by the vendor will be assessed to the vendor.

Tables and Chairs

JuneteenthICT will not provide tents, tables or chairs for vendors. Vendors are asked to please provide their own.

Electricity

JuneteenthICT will not provide power for vendors, vendors will be responsible for providing their own power as needed. Tent lights are strongly encouraged.

Teardown

Vendors must tear down at 9 pm each night of the festival. Vendors must remove all of your belongings from the venue each night. If you tear your booth down before 9 pm, or must leave for any reason, please connect with a JuneteenthICT staff member.

Liability

As an entrant/vendor in the JuneteenthICT festival, you shall agree to assume complete responsibility for personal injury, damage to personal property. JuneteenthICT/Community Operations Recovery Empowerment, Sponsors, volunteers, and/or affiliated sponsors and programs assumes no responsibility for the damage or loss of any merchandise or articles brought into the venue. The venue will provide adequate security required by law for the JuneteenthICT festival.

By participating, you shall also agree to release and hold harmless all other persons or organizations associated with the event from all liability for personal injury, property damage, and potential Covid-19 exposure and/or transmission to those not present at the JuneteenthICT events. Vendors are responsible for handling and filing all taxes as a result of sales during the event. No animals are allowed. JuneteenthICT reserves the right to deny vendor applications that go against the mission, vision, and values of JuneteenthICT & CORE.

Waitlist Policy

Vendors who apply for a vendor space and are approved but then decide to cancel after approval will automatically be placed on the waitlist. Vendors on the waitlist policy will be contacted as spots become available.

Billing Policy

Invoices will be sent. Please give the committee time to process and review the vendors.

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Once you make the payment for your booth space, your booth space is secured. If you choose to cancel, you will have to forfeit the booth fee.

If a cancellation is made after maps have been printed. You will be charged a cancellation fee. Vendors who refuse to pay the cancellation fee will not be allowed to vend at ANY future JuneteenthICT events.

Parking

Parking information will be sent prior to the festival dates.

ABSOLUTELY NO SHARING OF BOOTH SPACE

Vendors are NOT allowed to share booth space with other vendors at the market. This includes friends, family and associates that might be interested in sharing their vendor space to sell their products. **Each vendor booth will have access to only two vendor armbands.** Additional members working the vendor booth **must purchase a JuneteenthICT armband.** Anyone on the festival grounds must have either a vendor armband or JuneteenthICT armband. **Armband swapping is not permitted.**

PLEASE FOLLOW ALL RULES & REGULATIONS*

Failure to comply with all JuneteenthICT rules, regulations and requirements will result in vendor removal. JuneteenthICT reserves the right to refuse and remove any vendor. If vendor are involved in any unruly behavior including but not limited to disorderly intoxication, verbal abuse of other vendors, event attendees or JuneteenthICT committee members, volunteers, and security/police will result in immediate disqualification and removal from the festival.