

# IOWA JUNETEENTH OBSERVANCE

**A Program of The Des Moines Urban Experience**

**Contract for Vendors and Exhibitors REGISTRATION**

**FOOD VENDORS ARE NOT BEING ACCEPTED AT THIS TIME**

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 Tanya Douglas at 515.664-1865 or email: IJOAV15@gmail.com

**NOTE: Please make checks payable to: The Des Moines Urban Experience**

Contract for Vendors and Exhibitors – 2021 Juneteenth Celebration

Saturday, June 12<sup>th</sup>, 2021 11a-4p Health Day at Western Gateway Park 1000 Grand Avenue

Saturday, June 19, 2021 11a– 5:00p Neighbors Day at Western Gateway Park 1000 Grand Avenue

**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: \_\_\_\_\_

**Attending Health Day \_\_\_\_\_**

**Attending Neighbors Day \_\_\_\_\_**

**Attending both \_\_\_\_\_**

## VENDOR PRICE

- \$75.00 Vendor Fee this Includes 1 Table, 2 Chairs, (If tent is needed, please request via email)
- \$150 Food Vendor Fee Includes 1 Table. 2 Chairs. Tents will not be supplied

**NOTE: IJO Vender committee reserves the right to make all final decisions regarding acceptance and placement of your station. All committee approvals are final and non-disputable. All fees need to be paid in advance online or by mail.**

## Rules and Regulations for Vendor & Exhibitor June 12& 19,2021 Rain or Shine

- 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 7:00 AM – 10:00 AM giving ample time to locate and set up their assigned area and be ready to start by 11:00am
- Food Vendors must not leave before 4:00PM. Other vendors may leave at 5:00 PM
- Iowa Juneteenth will follow the guidelines Polk County Health Department and CDC guidelines for Neighbor's Day.
- **Food Vendors** must go through the Iowa Department of Inspection and Appeals for all food licensing requirements. Here is their website: <https://dia.iowa.gov/food-consumer-safety/iowa-online-licensing-user-guides> **The food inspector does come out to our event and will shut you down if you don't have your required license. Please take the time to do this. Any questions please reach out to Scott Stroud 515-281-7102 or 515-423-2638**

## 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 6:00 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 or send my payment in by mail at the address below.

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