



Email: csjuneteenth@gmail.com

Website: www.csjuneteenthfestival.com

Rules and Regulations:

On-Site Vehicle: Use Vehicles will be allowed on-site only with vendor credentials and during specified hours to facilitate unloading and loading of your exhibit. Full details will be sent to accepted applicants in the weeks leading up to the festival.

Set Up Schedule: Accepted exhibitors are required to set up on Friday, June 14th. The Festival will assign a setup schedule according to location. Schedule details will be sent to accepted applicants prior to the festival. Only accepted exhibitors with appropriate credentials will be allowed on-site.

Tear Down Schedule: All vendors are required to tear down on Sunday, June 16th, once the Festival has closed to the public. Only vehicles with appropriate credentials will be allowed on-site during load out. All exhibitors must complete load out and be off site by midnight.

Amenities • exhibit spaces are 10'x10', 10'x20', 10x30' • All spaces are provided with one 20-amp, 110-volt electric service (upon request w/ additional fee) • Vehicle loading and unloading near booth space • On-site vendor committee staff throughout the duration of the festival • Overnight security

Vendor Responsibilities • Exhibitors must provide their own tent, tent weights, tables, chairs, lights, outdoor-rated extension cords and plug-in strips, etc. • The booth space and the immediate area around it must be kept clean during the Festival and left clean at the end of the event • The Festival shall have the authority to adjust booths for the overall benefit of the Festival • Festival Management has final authority over booth space issues • Exhibitors must be present at their booth during agreed Festival hours.

Booth Placement • Vendor placement will be determined solely by Festival Management based on the overall needs of the event • The Festival is unable to guarantee placement in any specific area

Cancellation: Applicants have 7 days after payment submission to request a refund in writing, minus \$100 processing fee. Refund is at the Juneteenth Manager's discretion. Requests made after this period will not be processed and are ineligible for a refund in whole or in part. The festival is a rain or shine event.

PLEASE NOTE: We realize that many Juneteenth participating vendors do not have employees and, therefore, do not carry and do not need to carry Workers' Compensation insurance. However, if you do have employees, it is your responsibility to make certain you are in compliance with the State of Colorado Workers' Compensation Insurance requirements and you may be asked to provide evidence of such. If you have questions about workers' compensation insurance requirements, please refer to the Colorado Department of Labor and Employment Division of Workers' Compensation.

Parking: The Festival is unable to provide parking for vendors. Parking is available at numerous lots near the Festival. We will forward any participant special parking rate information to accepted vendors when it becomes available.

Sales Tax: Sales Tax The exhibitor retains proceeds from sales. However, exhibitors must charge and collect city and state sales tax on each sale. Each exhibitor is required to obtain the necessary City and County of El Paso and State of Colorado sales tax identification number and license. All tax documents must be kept on site for the full duration of the festival. The Festival cooperates fully with the City and State tax authorities.

Use of Name and Likeness: Juneteenth has permission to use the exhibitor's business name, product name and likeness to describe their work and/or products in advertising and for the purpose of promoting the Festival.

Activities/Products Not Permitted • Vendors may NOT stake anything into the ground. Tents must be properly weighted by each vendor and not staked. **Use of ground stakes is prohibited and will result in a \$150 fine to be paid immediately.** • **Driving on the park lawn is not allowed and will result in a \$150 fine to be paid immediately.** • Body and ear piercing, the sale of live animals, chairs, umbrellas, weapons, illegal substances, conducting a raffle or drawing, hawking of goods, placing advertising outside of booth space, and collecting or soliciting money or pledges for any cause will not be permitted (Unless approved). • Juneteenth will NOT allow the sale or display of any items that promote or depict, violence, profanity, discriminatory references, illegal activity or any other items deemed unacceptable by Festival Management. • Amplified sound systems are not allowed. • Absolutely no open flames including candles, incense or any similar items. • While the sale of scented items (soap, lotion, candles, etc.) is permitted, fragrances must be contained to the seller's exhibit space and may not disrupt neighboring vendors. • Animals are not allowed on the festival grounds with the exception of service animals or educational displays authorized by the Juneteenth Manager. If you require the assistance of a service animal, please notify the Juneteenth vendor committee chair prior to your arrival.

•Juneteenth DOES NOT PERMIT the sale of non-licensed logo, counterfeit, bootleg, illegally produced products including, but not limited to perfumes, tapes, CD's, DVD's, apparel, accessories, toys and other items from amusement parks (Disneyworld, for example) or sports teams (the Denver Broncos or University of Colorado, for example). A vendor offering items in the aforementioned categories for sale at the Festival must provide, for our files, an applicable and valid licensing agreement between the vendor and the licensing corporation. The licensing agreement should accompany the vendor's initial application and must be on file with the Festival before the vendor's sales booth opens for operation. • At no time should a vendor sell or offer free beverages of any kind to the public. • Only accepted vendors may exhibit in their assigned space; booth sharing or selling of booth space is prohibited (Unless Approved). • The following behaviors will result in removal from the event: acts or threats of violence, drunken or disorderly conduct, destruction of property, possession and/or use of illegal drugs, underage drinking, sale of bootleg merchandise, solicitation or distribution of promotional materials without prior consent. • For the safety of everyone, all participants and guests are subject to search upon entry.

Do Not Extend Booth Space Without Prior Festival Approval: Obstacles such as street poles, trees, etc. preclude booth spaces from lining up symmetrically and some booths may gain real estate around them. Additional space surrounding your booth spaces MAY NOT be utilized as an exhibit or storage area. **If an exhibitor is discovered using space beyond that which has been contracted prior to the Festival, a fee of \$1,000 will be assessed, to be paid immediately.** Festival Management will determine if the area can continue to be used for such purpose for the remainder of the Festival. If yes, an additional fee of \$15.00 per square foot must also be paid immediately. If Management determines the area cannot be used, the vendor will remove all items immediately.

Final Approval: Selected applicants are responsible for observing all rules and regulations, including those stated in all communications, written and verbal. The Festival has final approval over all aspects of exhibitors' participation in the Festival and exhibitors' booth display and contents. Juneteenth reserves the right to accept or deny any exhibitor(s) and merchandise/service for any reason whatsoever. Furthermore, Juneteenth reserves the right to refuse exhibition of items not consistent with submitted materials and descriptions. Materials and descriptions will be kept on file until the last day of the Festival. Thank you for your interest in Southern Colorado Juneteenth Festival.

Thank you for your interest in The Southern Colorado Juneteenth Festival!

Jennifer Smith, Vendor Committee Chair

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Name(Print) _____

Name(Signature) _____