

2024 MANHATTAN JUNETEENTH CELEBRATION VENDOR APPLICATION

Saturday, June 15 – Douglass Park

11am-2pm

APPLICATIONS & PAYMENT MUST BE RECEIVED NO LATER THAN FRIDAY, MAY 24, 2024 (no exceptions). This is NOT the postmark date – please allow sufficient time if you submit your application by mail. Space is limited so apply early. Electricity and/or water is only available to Food Truck Vendors. Applications will be approved on a first come, first served basis.

Food Truck Vendors \$40

Saturday, June 15, 11am-2pm – Douglass Park

Non-food Vendor \$35

Saturday, June 15, 9am-2pm – Douglass Park

Community Organization \$25

Saturday, June 15, 9am-2pm – Douglass Park

All information is required.

Business / Organization Name

Address

City, State, Zip Code

Email Address

Contact Person (s)

Phone Number (s)

Please describe what items you plan to sell/market/distribute or information you plan to share. Please be specific: _____

Will you or anyone currently working with you be on probation or parole for the commission of a felony on June 15, 2024? Unknown No Yes. If yes, please explain briefly: _____

Will you bring a tent or canopy (tent size limited to 10' x 10')? Yes No (highly recommended)

Food Trucks ONLY: Do you need access to electricity? Yes No

Food Trucks ONLY: Will you need access to a water source Yes No

Food Trucks ONLY: Do you plan to bring a generator? Yes No

Do you have any special needs that have not been addressed above? Yes No

If yes, please explain: _____

MANHATTAN JUNETEENTH CELEBRATION & MUSIC FESTIVAL

P.O. Box 841 • Manhattan, KS 66505-0841 • 785-341-1143
manhattankjuneteenth@gmail.com or www.manhattanjuneteenth.org

Saturday June 15, 2024 – Douglass Park
2024 VENDOR APPLICATION

GENERAL INFORMATION

- Booth spaces will be assigned on a first come, first served basis upon receipt of a completed application **AND** payment in full (no exceptions). **On Saturday, June 15 booth space will be provided at Douglass Park as noted on the application form.**
- All participants are expected to provide their own tables, chairs, canopies, etc. The Manhattan Juneteenth Committee is NOT responsible for providing anything other than booth space.
- **Electrical hookups will only be provided to Food Truck Vendors if needed.** If electrical hookup is needed, please bring a very long industrial extension cord to connect to the power source. This must be indicated on application. **The Juneteenth Committee will NOT provide extension cords.**
- **SETUP:**
Douglass Park from 8:30-9:00 a.m. Please use the parking lot between the Annex and the Breadbasket to unload and then move your vehicle to the grassy parking lot south of Pilgrim Baptist church. Parking will NOT be allowed in the Annex parking lot during the event. No parking allowed on Yuma Street.
- **All vendors are required to remain open from 9:00 a.m. – 2:00 p.m. at the Douglass Park**
- Merchandise (mugs, t-shirts, pictures, posters, etc.) with vulgar or offensive language or images is NOT allowed. No exceptions.
- Raffles or 50-50's are prohibited.
- The Manhattan Juneteenth Committee and Riley County Police Department reserve the right to reject applications and cease operation of vendor booths of persons currently on probation or parole for the commission of a felony.
- Generators are permitted however they MUST be quiet.
- It is the standard policy of the Manhattan Juneteenth Committee to continue festivities rain or shine if conditions are not hazardous to participants.

TERMS AND CONDITIONS

- The undersigned covenants and agrees to abide by all the rules and regulations set forth in the Participant Information Sheet as set forth by the Manhattan Juneteenth Celebration Committee.
- ***The undersigned agrees to follow all federal, state, and local laws governing retail sales tax and understands the rules and regulations of the event and will comply. The undersigned realizes that failure to comply may result in expulsion from the event.***
- The undersigned further agrees and understands that the submission of this application constitutes a commitment to appear and show at the celebration and acknowledges that **no refunds will be made for cancellation by the undersigned for any reason after Friday, May 31, 2024.**
- The undersigned further agrees that neither the Manhattan Juneteenth Committee nor the City of Manhattan nor any sponsors of the Juneteenth Celebration will be responsible or liable for any lost, stolen, or damaged articles or merchandise owned by the undersigned during the festival.
- **The undersigned agrees that no refunds will be granted due to inclement weather, natural disaster, or cancellation after Friday, May 31, 2024.**
- No late participant registration requests will be accepted. No exceptions.
- Returned checks may incur an additional \$35 fee.
- Once your application is received you will not be able to change.
- Confirmation will be sent via e-mail or mail.

Signature _____ Date _____

Please retain a copy for your records. Remit payment by check, money order, or cashier's check payable to:

Manhattan Juneteenth. MAIL your completed application (both pages) and payment to: Manhattan Juneteenth, P.O. Box 841, Manhattan, KS 66505-0841, **OR HAND DELIVER** your completed application (both pages) and payment to: Douglass Activity Center, 925 Yuma Street, Manhattan, KS 66502.