



JUNETEENTH CELEBRATIONS

Vendor Application

Deadline: Friday May 10, 2024

Saturday, June 15th, 2024
Vendor Fair 4 p.m. - 8 p.m.
Dorey Park, Henrico, Virginia

If you have any questions, please call **804.652.1421** or email Juneteenth@henrico.us.

Please submit application to: Juneteenth@henrico.us

APPLICATION SUBMISSION DOES NOT GUARANTEE A SPOT ON THE FIELD

Name of Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Phone: _____ (Cell) _____ (Work)

Email: _____

FOR MARKETING PURPOSES; please provide the following for the business listed above

Link to Website: _____

Link to Social Media Acct(s): _____

Please check the box that best describes your product, service, or nature of business:

Crafts (Handmade items)

Church

Business (Information regarding services)

Government Agency

Other _____

Crafts (Items for resale)

Political Party

Business (Service provided on-site)

Community Group/Organization

Are you a **certified** Small, Women-owned, and/or Minority-owned (SWaM) Business? Yes No

Will items be sold? Yes No

If yes, please attach a complete list of items to be sold, including prices. **No food may be prepared day of to be sold or given away other than the contracted food vendors.**

Event Reminders

- ◆ The space will be available 1:30 p.m.-3:30 p.m. event day for set-up and vendors will have one hour after the event to break down and remove display from the park. No exhibits may be taken down prior to 8:00 p.m.
- ◆ **There will be limited help from Henrico Recreation and Parks staff transporting your items.** Please ensure you bring carts, wagons, etc. to help assist you with transporting your items to and from the vendor field.
- ◆ **Henrico Recreation and Parks is not responsible for any items during load in and load out.**
- ◆ You will be provided with a 10' x 10' space, unless otherwise approved by event coordinators. **Exhibitor must provide their own table and chairs. A tent is strongly recommended but not required.** If you need electricity, you'll have to provide your own generator and extension cords.
- ◆ If you are bringing a tent, **you must stake them to the ground** to prevent them from flying away.
- ◆ Vendor must keep display up and staffed continuously from 4:00 p.m.-8:00 p.m.
- ◆ **The event is rain or shine.** You will receive a phone call no later than 9:00 a.m. on June 17 if weather conditions become unsafe and the event needs to be postponed or cancelled.
- ◆ **We greatly encourage you to share the event flyer** once it becomes available to you so, we can continue driving attendance a the event.
- ◆ **APPLICATION SUBMISSION DOES NOT GUARANTEE A SPOT ON THE FIELD**

Space Required: _____

Size of Trailer/Tent: _____

Additional Needs: _____

Vendor Signature: _____ Date: _____

Upon coordinator's review, we will notify **all approved applicants by May 17th.**
Timely entries are encouraged. Currently, there is no vendor fee.

