



JUNETEENTH CELEBRATIONS

Vendor Application

Deadline: May 27, 2022

Saturday, June 18, 2022
Vendor Fair 4 p.m. - 8 p.m.
Dorey Park, Henrico, Virginia

If you have any questions, please call 804.501.7275 | Extension 3
Please return application to: juneteenth@henrico.us | P.O. Box 90775, Henrico, VA 23273



Name of Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____

Phone: _____ (Cell) _____ (Work)

Email: _____

FOR MARKETING PURPOSES

Website: _____

Social Media: _____

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

- | | |
|--|--|
| <input type="checkbox"/> Crafts (Handmade items) | <input type="checkbox"/> Crafts (Items for resale) |
| <input type="checkbox"/> Church | <input type="checkbox"/> Political Party |
| <input type="checkbox"/> Business (Information regarding services) | <input type="checkbox"/> Business (Service provided on-site) |
| <input type="checkbox"/> Government Agency | <input type="checkbox"/> Community Group/Organization |
| <input type="checkbox"/> Other _____ | |

Are you a 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 exhibit from the park. No exhibits may be taken down prior to 8:00 p.m.
- ◆ 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, we suggest you have your own generator and extension cords.
- ◆ Vendor must keep exhibit open 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 18 if weather conditions become unsafe and the event needs to be postponed or cancelled.

Space Required: _____

Size of Trailer/Tent: _____

Additional Needs: _____

Vendor Signature: _____ Date: _____

Upon coordinator's review, we will notify **all approved applicants by June 3**. Timely entries are encouraged. Currently, there is no vendor fee.

