

YOUR BOOTH Tents are mandatory for all food vendors without a food truck. All tents, etc., must be clean and appropriate for the venue. **In addition, all tents must be secured with hanging weights for safety in windy conditions.** Arts and crafts vendors will be located in the park. All food vendors will be located outside of the park.

VENDOR TRASH Food vendors are responsible for bringing the appropriate containers for your grease and carrying it home with you for disposal. Dumping grease, coffee grounds, etc. on the curb, sidewalk, or street, is strictly prohibited. Plan to take your trash and empty boxes home, or use our provided dumpster. Do not use street garbage cans for bulk garbage. Do not leave trash in your space or on the street. The festival ends at 4:00 p.m., all vendors must remain in place until that time.

FEES The fee to participate is \$125 for a food vendor and \$100 for arts and crafts vendor. This amount is due with your application. A limited number of spaces that are accessible to 120V electricity must be discussed at the time of application. Make all checks payable to the Morgan County NAACP or Morgan County African American Museum (MCAAM). Online payment options are outlined below.

SALES TAX State law requires that all vendors pay sales tax on their revenue from events. It is each individual's responsibility to make sure that they claim their income and collect sales tax.

HEALTH DEPARTMENT INSPECTION All food vendors must abide by all Health Department regulations and apply for a Temporary Food Service permit from Lynette Knight at the Morgan County Health Department (706) 752-1266. Morgan County NAACP and the Morgan County African American Museum reserves the right to refuse any food vendor the Health Department deems unsafe.

RAIN OR SHINE Juneteenth is a rain or shine event - only the threat of severe weather would hinder our plans for the day and no refunds will be given in the case of cancellation. Be prepared for the weather by bringing adequate protection for your booth.

MARKETING Juneteenth encourages all vendors to decorate their booth in keeping with their merchandise. Your 'look' is key to getting your name out into 'the world,' and we encourage you to promote your business during the event with stickers, business cards, postcards, freebies, social media posts, and general fun stuff. Once accepted to Juneteenth, you grant Morgan County NAACP, Morgan County African American Museum, and the City of Madison the right to use images of your products for festival promotion.

SECURITY Morgan County NAACP and the Morgan County African American Museum believes that providing a safe and secure environment for the event. Morgan County NAACP and the Morgan County African American Museum will not be liable for any damage, theft, injury, or weather-related damage incurred during the festival. Your signature on the vendor application signifies your understanding and acceptance of these parameters.

VENDOR PARKING Parking is reserved within easy walking distance of Town Park for all vendors. Parking space is tight around Town Park so it's crucial that all vendors use only the provided vendor parking. Accepted vendors will receive load-in, and assigned parking instructions before the event. Any exception to this plan must be approved by the Event Coordinators before the event.

DOWNTOWN MADISON, GA Madison is located 45 miles east of Atlanta, GA, off of I-20, and 30 miles south of Athens, GA, off of Hwy 441. Annual events are designed to attract visitors and locals alike to showcase Town Park and our beautiful historic downtown, it's businesses, people, and rich historic fabric. Our goal is for visitors to leave impressed and eager to return to Madison-to shop, to dine, or to attend another event. Learn more about what's going on in Madison at www.MadisonGA.com.

MAIL OR DROP OFF APPLICATIONS:

- **Mail:** Morgan County NAACP, PO Box 430, Madison GA 30650-attn. Juneteenth
- **Drop off:** At the **Morgan County African American Museum**
156 Academy St, Madison, GA 30650
Monday – Thursday 10 am – 4 pm; every other Saturday
- **Online:** www.morgannaacp.org or www.mcaam.org and pay online via Paypal
- **Email:** juneteenthmadisonga@gmail.com
- Checks or money orders payable to either the **Morgan County NAACP or Morgan County African American Museum (MCAAM)**

Questions: Call Morgan County NAACP (706) 343-3228,
Morgan County African American Museum (706) 342-9191

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VENDOR APPLICATION

Application & Participant Agreement

Sat. June 17, 2023, 11:00 a.m. until 4 p.m.

Town Park

Deadline To Enter: May 17, 2023

Thanks for your interest in participating in Juneteenth. The application deadline for all vendors is May 17, 2023. Spaces are limited and available on a first-come, first-served basis. We will notify you immediately via email if we have any problems with your application. We will not consider your application if it is not complete nor if we receive it after the deadline. A complete application includes payment-make checks payable to Morgan County NAACP or Morgan County African American Museum.

Business Name: _____

Contact Name: _____

Contact Mailing Address: _____

Contact City/State/Zip: _____

Contact Email Address: _____

Contact Mobile Number: _____

Vendor Fee

A 10' x 10' space (Food Vendor) (\$125)_____

- Access to 120V Electricity
- Food Truck

A 10' x 10' space (Arts & Crafts Vendor) (\$100)_____

TOTAL ENCLOSED _____

Signature _____

Date _____