



**Vendor Application**  
**Juneteenth Community Empowerment Festival**

Friday, June 18, 2021- Juneteenth Block Party  
 Saturday, June 19, 2021- Juneteenth Festival

Hours of Operation

Friday, June 18<sup>th</sup> – 7:00 pm to 10:00 pm

Saturday, June 19<sup>th</sup> – 10:00 am to 8:00 pm

Friday Vendors can begin setting up at 5:00 pm and must be set up by 6:30 pm

Saturday Vendors can begin setting up at 8:00 am and must be set up by 9:30am

**\*\*Late arrivals will not be allowed in Festival or Block Party area\*\***

**RELEASE MUST BE SIGNED OR THIS ENTRY WILL NOT BE ACCEPTED.**

PLEASE CHECK THE COMMITTEE YOU WOULD LIKE TO SUPPORT WITH YOUR VENDOR FEE.

\_\_\_\_ COMMUNITY EMPOWERMENT

\_\_\_\_ JUNETEENTH

COMPANY INFORMATION

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

There will be a \$25 fee if registering after the  
deadline of **June 8, 2021**

SALE ITEMS

**Please list all items you wish to offer or sell. We require you to include a photo sample of 3 items you will have for purchase at your booth. Attach any other supporting business information to this application.**

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IMPORTANT DATES

- **DEADLINE FOR ENTRIES IS June 8, 2021**
- Vendor spaces are available for Friday June 18<sup>th</sup> and Saturday, June 19<sup>th</sup>

**Limited spaces:** Limited spaces are available so please make sure to have your application and fee in before the deadline. You will receive email confirmation once you are approved.

**FEES**

20' x 20' SPACE	Fee	Quantity	Subtotal
Friday – Block Party (Edgecombe County)	\$75		
Saturday –Juneteenth Celebration (Nash County)	\$150		
<b>Check one or both</b>			
Non-income producing <b>“Information”</b> Friday_(_____) Saturday_(_____)	FREE		
<b>TOTAL ENCLOSED:</b>			

**PAYMENT INFORMATION:**

**Payment Method** (circle)                      **Payment Amount** \$ \_\_\_\_\_

- Check
- Credit Card
- Cash app; \$40yearanniversary

Make **Checks payable to:**  
**Juneteenth Committee**

Name on Credit Card \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

**Waiver of Liability:** In consideration of your accepting this entry, I, the undersigned, intending to be legally bound, hereby for myself, my heirs, executors and administrators, waive and release any and all rights and claims for damages I may have against the Juneteenth Community Empowerment Festival, City of Rocky Mount, their representatives, successors, and assigns, for any and all injuries suffered by me in this event. Further, I hereby grant full permission to the Juneteenth Community Empowerment Festival, the City of Rocky Mount and/or agents authorized by them, to use any photographs, video tapes, motion pictures, recordings and any other record of this event for any legitimate purpose.

**I agree to the terms of the Waiver of Liability, and the 2021 Juneteenth Community Empowerment Festival and Block Party Rules and Regulations.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## JUNETEENTH COMMUNITY EMPOWERMENT FESTIVAL AND BLOCK PARTY FOOD VENDOR APPLICATION INFORMATION

### No Refunds

The Juneteenth Community Empowerment Festival will occur rain or shine.

### Application Process

Include the following:

1. **Payment must be included with application.**
2. **Make sure to sign and date the Waiver of Liability on application.**
3. **Make checks payable to Juneteenth Community Empowerment Festival or (JCEF)**

Incomplete applications will be returned. Call or e-mail with any application questions.  
(252) 314-7030 or gkroyal@aol.com

Mail applications to:

Juneteenth Planning Committee  
P. O. Box 6447  
Rocky Mount, NC 27801

*Upon receipt of the items listed above, Juneteenth Community Empowerment will contact you with confirmation.*

### Contact Information

Gregory Royal  
Vendor Coordinator  
(252) 314-7030

### Food Items

Please include a detailed list of what you wish to offer for sale. Also, include a detailed menu with prices on your application

### Electricity

Electricity is not available so please provide your own power supply.

### Vehicle Parking

Vehicles may not be parked in vendor space or festival area. Free parking is available near festival.

### Local Accommodations, Dining & Other Rocky Mount Information

The Nash County Visitor Bureau can provide you with local information. Go to the following website:  
[www.rockymounttravel.com](http://www.rockymounttravel.com) for more information.

### Check-In

Information about check-in will be sent to you closer to the festival.

**FOOD VENDOR  
RULES & REGULATIONS**

1. **Application Deadline is June 8, 2021. After June 8th, there is a late fee of \$25. No applications will be accepted after June 14.** Applications that are accepted will receive confirmation by event coordinator.
2. Space location requests will be considered but are not guaranteed.
3. Vendors must provide all equipment, tables, chairs, tents, and signage for their space.
4. Amplified sound is not allowed.
5. All activity is confined to designated space. Flyers/brochures/coupons cannot be handed out outside of designated space.
6. All vendor booths should be attractive from all sides and kept neat and clean in appearance.
7. Vendors can only sale what they are pre-approved to sale
8. Vendor listed on application is the only one that can use space
9. All merchandise must be listed on the application and approved for sale
10. All merchandise must be the property of the vendor on the application.
11. Food concessions may sell any beverage except alcoholic beverages.
12. Do not pour grease, oil, soapy water, or food debris on the ground or in public trash containers. Each vendor is responsible for handling these items in the proper manner as described by the Health Department, and for removing it from the festival site at the end of the day
13. Space assignments, additional information, parking instructions, parking permits and maps will be mailed to you prior to the festival.
14. No refunds will be made once an application is accepted and a confirmation letter has been mailed. Applications not approved will receive a full refund.
15. The JUNETEENTH COMMUNITY EMPOWERMENT FESTIVAL AND BLOCK PARTY will be held rain or shine. Please plan accordingly. There is no rain date. No refunds will be given due to inclement weather.

**Health Department Rules and Regulation Information**

*The Edgecombe County Health Department enforces all state regulation regarding food preparation.*

Preparing food outside requires strict preparation and storage procedures. Health Department staff will inspect booths. If you do not meet standards, they will not allow you to serve to the public. Consult Edgecombe County Health Department for answers regarding required procedures.

The food vendor **MUST** contact the Edgecombe County Health Department a minimum of **(3) three weeks** in advance of June 3rd for permit and to schedule for booth inspection. **NO EXCEPTIONS.**

**Edgecombe County Health Department: 252-4252-641-7573**

**Nash County Health Department: 252-459-9829**