

Community Juneteenth Celebration

sponsored by

NAACP of Calvert County

June 18, 2022

11 a.m. – 5 p.m.

(RAIN OR SHINE)

Jefferson Patterson Park & Museum

Dear Vendor,

Thank you for agreeing to participate in our annual NAACP Community Juneteenth Celebration. We look forward to another successful event as participation and attendance continue to grow each year. Your support and participation in this event is important for our continued success. Complete and return the following registration form by May 31, 2022. *Please bring your tent with you and a gift as a door prize.*

Participant Registration Form

NAME or ORGANIZATION: _____

CONTACT PERSON: _____

MAILING ADDRESS: Street/PO Box _____

City/State/Zip Code _____

PHONE NUMBERS: () - () -
(Daytime) (Evening)

Email address _____

PLEASE CHECK ACTIVITY: MERCHANDISE VENDOR FOOD VENDOR
 DISPLAY/EXHIBIT DEMONSTRATION CRAFTS/GAMES

DESCRIPTION OF ACTIVITY OR ITEMS FOR SALE (INCLUDING PRICE RANGE)

WHAT SIZE AREA WILL YOUR ACTIVITY REQUIRE? (MERCHANDISE VENDOR'S AREA IS 10' x 10')

FOOD VENDORS:

- DO YOU REQUIRE AN ELECTRICAL HOOKUP? Yes No
 110 V OR 220 V (ONE CIRCUIT PER FOOD VENDOR)

- EXPECTED TIME OF SET UP: _____

Mail Registration Form to: Calvert Branch NAACP
PO Box 1865, Prince Frederick, Maryland 20678 or send it by email to
naacpcalvert@gmail.com

Vendor/Exhibitor Terms and Conditions

1. **ELIGIBILITY:** The Calvert Branch of the NAACP (the “organizer”) reserves the right to determine eligibility of any vendor or product to be exhibited at the event. All vendors/exhibitors must submit a signed Participant Registration Form. **REGISTRATION FORMS MUST BE SUBMITTED BY May 31, 2022 TO PARTICIPATE.**
2. **SUBLEASE:** The vendor shall neither assign, sublet, nor share this event space without prior written approval of the organizer.
3. **VENDOR FEES:** If the vendor cannot attend the event after registration has been made, the fee will be retained by the organizer. **All vendor fees are non-refundable. Please send a check for \$25.00 for non-food Vendors , \$50 for food Vendors, payable to:**
Calvert County Branch NAACP
P.O. Box 1865
Prince Frederick, MD 20678

Informational exhibits are at no cost

4. **SIZE OF THE VENDOR SPACE/LOCATION:**

MERCHANDISE VENDORS: Each vendor will be allowed a space in the open that will be 10'x 10'. Tables, chairs, etc. will not be provided. It is suggested that an umbrella or small canopy be brought in case of bright sun or rain. Vendor foods, merchandise, and equipment must be maintained within the confines of the space assigned. If circumstances deem it advisable or necessary, the organizer has the right to alter the official space location plan. *****Please be advised, tables and chairs will not be provided by event sponsor. No vendor spaces will be allowed inside the pavilion.**

FOOD VENDORS: Food vendors will be assigned a space that will accommodate their needs for size and electricity. **FOOD VENDORS MUST PROVIDE A COPY OF REQUIRED OPERATING PERMITS TO THE EVENT ORGANIZERS PRIOR TO SETTING UP ON THE DAY OF THE EVENT.** Food vendors may be subject to an inspection by the Calvert County Health Department (CCHD) during the event. A copy of the CCHD’s instructions for submitting plans for a food service facility, minimum requirements list for temporary food stands, and application for license to operate a food establishment have been enclosed for your convenience. **ANY FOOD VENDOR FAILING TO SECURE THE PROPER PERMITS WILL NOT BE ALLOWED TO PARTICIPATE IN THE EVENT. Permits will take at least two weeks to be processed by Calvert Health Department.**

5. **TRASH REMOVAL:** All participants are responsible for placing refuse in trash containers and cleaning up their areas before leaving. Food vendors are prohibited from disposing of cooking oil and grease anywhere on JPPM property.

6. **DAMAGE:** No one will be permitted to nail, tack or staple anything onto any part of the Pavilion. Vendors are responsible for cleaning up trash in their designated areas. Please

respect structures and grounds of this property, which is listed on the National Register of Historic Places. Food vendors must prevent grease from being deposited in or around the building.

7. **BEVERAGES**: NO alcoholic beverages are to be consumed, sold or distributed on the premises during this event.

8. **UNLOADING AND LOADING VEHICLES**: The unloading of merchandise and equipment from your vehicle must be done in a timely manner. Unload first and then **promptly** move your vehicle to the parking lot. **ALL VEHICLES MUST BE UNLOADED AND MOVED TO THE PARKING AREA BY 10:45 A.M.** for the safety of the visitors.

IF YOU ARRIVE LATE YOU MUST PARK IN THE PARKING AREA AND HAND CARRY YOUR MERCHANDISE INTO THE EVENT AREA.

Packing and loading merchandise into vehicles cannot be done until **after** the event ends at 5:00 pm. Parking is located approximately 500 yards from the vendor area. Vehicles are not allowed in the Pavilion or on the adjacent cement courtyard at any time in order to preserve the historic integrity of the building.

9. **ADVERTISING**: Advertising for private business is prohibited on State property. Flyers for events or businesses may only be placed in the vendor's assigned area, not distributed elsewhere in the park or on the windows of private vehicles.

10. **SALES TAX**: The collecting of sales tax is the vendor's sole responsibility. Contact State Comptroller's Office, Compliance Division, 301 W. Preston Street, Baltimore, MD 21201, phone # 800-492-1751 or fax # 410-767-1571.

11. **SET UP**- All vendors are requested to set up to the event. The park will be available for setup beginning at 9:30am. All vendors must be set up no later than 10:45 am.

Questions Contact: Joyce Freeland at 240-719-6966

Saturday, June 18, 2022

11am - 5pm

Free Admission

**Jefferson Patterson Park & Museum
10515 Mackall Road St. Leonard, MD 20685**