

Juneteenth Gospel Fest
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Wichita, KS 67220

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WebSite:
www.familyfriendoutreach.com

Family Friend Outreach *and* A Talent Showcase Productions

Family Friend, Inc.
A Talent Showcase Production
6/18/16

4507 Vesta Dr.
Wichita, Ks 67208

Vendor/s information for the 2016 Juneteenth Gospel Fest (JGF):

We strive to provide our guests, talent, and vendors the best music experience of 2016. Below please find the Vendor Rules and Regulations for the 2016 Juneteenth Gospel Fest. Most of these are common sense, but our insurance company requires that we list them.

1. How do I become a vendor, and how much will it cost? Will I have to pay extra if I bring helpers? How will I know if I am approved?

Booth/Tent fees must be paid with the approved application, and are non-refundable. There are no refunds for cancellations or no-shows. Un-cashed money orders will be returned in the event of declined applications.

You bring Booth or tent fees are as follows:

Food Vendors \$350-\$400 up till 2 weeks before Fest and \$450-\$500 per 10x10 on 17th

Informational, Arts & Craft, T-Shirts, Hats Vendors \$175- \$200 up till 2 weeks before and \$225-\$250 per 10x10 on 17th

Non-Alcoholic specialty Beverage Vendors (lemonade, tea, non-alcoholic cocktails only) \$350-\$400 up till 2 weeks before Fest and \$450-\$500.00 per 10x10 on 17th
(vendors are prohibited from the sale of alcohol containing beverages.)

Food Trailer/Food Truck we will contact you with price

Food Truck/Trailer must be in excellent condition clean and presentable.

Vendor space will be assigned at a first come first serve basis by submitting completed application, insurance certificate, vendor signed agreement, vendor fee and cleanup deposit.

Submit a \$250.00 blank money order for Clean-up Deposit during Vendors Meeting. Deposit will be returned once space is totally cleaned and inspected

Merchandise must be approved by the (JGF) Director of Operations
Booth/Space Set-Up available on Friday evening after Vendors Meeting
Booth/Space must be set-up by 10:00 am day of Show for Fire Marshall Inspection
and Health Department Inspections.
Vending start time will be when the "Doors Open"
Vending end time will be at the close of the Show
Check out with Vending Coordinator before you leave the premises
Certificate of Insurance is required with Family Friend, Inc/A Talent Show Production
as additional insured.

Vendors are prohibited from sales of any type of Juneteenth Gospel Fest and or artist
products without Promoters written permission
Please be prepared to provide customers with adequate change (front gates may not
be able to accommodate with change of smaller bills.)

Each paid booth/tent comes with limit of 4 workers wristbands/tags per vending
application, additional wristband/tags are available for purchase in the amount of \$25
per worker. Limit of 4 parking passes per vendor. Passes and workers tags will be
given to applicant on day of festival, prior to setup. NOTE: Front ticket booth and
front gates are not responsible for disbursing parking passes or workers ID's, please
be readily available to your workers.

You will receive conformation and approval/decline notice within a few hours. If you
do not hear back from us, please let us know.

**2. When may I arrive, when do I have to leave, and what happens if I need to
leave early?**

The gates will open at 9 on Saturday, June 18, 2016. Vendors may arrive sooner if
prior arrangements have been made. You may check in from 9 AM until 10 AM. After
that we will have roaming security who may be able to assist you. After you check in
you will be directed to your vending area.

We will provide you with a phone number to call if you have an emergency.

Unless prior arrangements have been made, vendors who have not shown up, or
called, by 10am on Saturday will have vacated their spaces. These spaces will be
available for resale. Please call if there is a problem.

Please be ready to depart by 10 PM on Saturday.

You must remove all property you have brought in. There will be dumpsters on site.

3. What do vendors need to know about their booth location and restrictions?

Vendor locations will be assigned by the (JGF) which reserves the right to accept or reject any application for booth/tent space.

By applying for booth/tent space, vendors/exhibitors agree to staff and operate their booth/tent in a professional and courteous manner at all times. You may not interfere with another Vendor's operation, or roam freely about selling your products.

(JGF) reserves the right to decline any vendor or item of merchandise. This may include, but is not limited to: duplicate merchandise or services, illegal or dangerous items, poor services, etc.

(JGF) reserves the right to modify or change the layout of the vendor/exhibitor spaces. (JGF) cannot honor requests to change or move booth/tent locations, unless there is a cancellation.

(JGF) reserves the right to require the removal of any non-compliant goods, activities or signs.

(JGF) reserves the right, in its sole and absolute discretion, to refuse booth/tent space to any individual or group, or to limit participation in (JGF).

4. Where do I camp, and what happens if it rains?

The event is held rain or shine, prepare accordingly.

You will be able to set up camp behind your booth, but you may not exceed the width of your vending area. There may or may not have electrical outlets, bring a power source.

5. What do I do when I get there, and where do I park after I set up my vendor's area?

All Vendors/exhibitors must check in with (JGF) prior to set up. Any vehicles used for exhibition purposes must have prior approval, and fit within the space allotted. That means that you may be able to bring in your exhibition trailer so long as it does not encroach on another vendor's space.

Vendors/exhibitors may not block any part of the vending area. Once you have unload your wares, you will park in the assigned parking areas. At no time may you leave any unapproved vehicles in the vending area. Please make sure that your vehicles are locked and secured.

Please ensure that you have enough able bodies to set up, man, and tear down your booth.

Gazebos, tents and ropes must be marked clearly and safely out of any walk ways and adhere to fire codes.

6. Will you provide vendors with electricity?

There is very limited electricity on Vendor's Alley. Please expect no electricity. Vendors/exhibitors must provide for their own electrical supply and any cords or other equipment necessary for their own display. Generators must be of the quiet type (≤ 75 dB) and kept closest to the booth/tent it is supplying. Vendors with generators that create noise issues or produce excessive exhaust fumes may be asked to shut down their generator, relocate their generator, or cease operations for the event.

Please do not leave any of your electrical devices, or generators, unattended/unsecured.

7. What are the vendors prohibited from selling, or carrying in public?

We do not have an alcohol license. You may not sell alcohol - or any other illegal mind altering substances.

You may not sell tobacco. Other paraphernalia for tobacco consumption are not permitted to be sold.

Vendors/exhibitors may not sell firearms, incendiary devices, or any other item prohibited by local, state, or federal laws governing the festival.

No tattooing, piercing, or any other body modification services are permitted. Face painting, Henna, and temporary tattoos are welcome.

Healers who provide hands on healing, i.e. massage therapists (any touching of the client), and receive any compensation, or fee for services, which include gifts, or bartering, must be licensed by the state of Kansas. Please see their website for further information.

We expect minors. You may not sell adult products or books.

Sharp pointy objects may be sold according to local, state, and federal laws. However, all bladed display items must be inaccessible to minors. At no time will a vendors/exhibitors walk around the grounds exhibiting bladed items, and no bladed items may be sold to minors.

No pets are allowed, and you may not sell any animals, reptiles, birds, bugs, etc. If it breathes, squawks, flaps, climbs, swims, slithers, scurries or crawls, you may not sell it. Service animals must comply with all appropriate regulations.

You are responsible for following ALL local, state, and federal laws!

All vendors must read, sign, and submit original signatures on the attached Hold Harmless Agreement.

By submitting your applications you are agreeing to all terms and conditions set forth on these pages.

Vendors, Entertainers, and Presenters are responsible for carrying their own product liability, liability and event insurance. Family Friend, Inc/A Talent Show Production will be held harmless of any allegations regarding Vendors, Exhibitors, Entertainers, and Presenters products, services, actions, etc.

Vendors/exhibitors must remove all property brought into the area, and leave their space clean and free of trash and debris. Vendor trash is your responsibility! Please leave **East Side Cathedral Of Praise** as clean, or better, than when you arrived. Bring a bag for your garbage. Sealed garbage bags may be left neatly near the assigned trash sites. It will be collected by the (JGF) staff for proper disposal.

Vendors/exhibitors agree to pay for any costs incurred to clean up any of their waste not properly disposed. Once you break down and are ready to leave, you will be checked out by the (JGF) staff. This should alleviate any issues for vendors. We know that you will leave this venue better when you arrived.

Vendors/exhibitors agree to indemnify and hold harmless the Family Friend, Inc/A Talent Show Production, its directors, officers, volunteers, agents against any and all

claims, demands, suits, and actions (including attorney's fees and court costs) imposed on, incurred by, asserted against any of the parties identified above, caused by any act or omission of anyone, or occurring within the vendors/exhibitors booth space, or arising in connection with the activities conducted by the vendor/exhibitor during the (JGF).

Vendors/exhibitors agree to reimburse the Family Friend, Inc/A Talent Show Production for the cost of any fines or liabilities incurred by the Family Friend, Inc/A Talent Show Production due to the vendors/exhibitors failure to comply with any and all government regulations and/or for cleanup costs incurred by a vendor's failure to properly cleanup designated space.

Vendor shall pay all sales or other taxes, fees and assessments required by any applicable federal, state or local law in connection with Vendor's participation in (JGF). Vendor shall indemnify, defend and hold Family Friend, Inc/A Talent Show Production harmless for any taxes (including fees and penalties, if any) required to be paid in connection with the Vendor's activities. Vendor shall provide Family Friend, Inc/A Talent Show Production with all requested documentation to evidence Vendor's compliance with tax laws and rules.

Vendor agrees that no representations of any kind have been made to Vendor by Family Friend, Inc/A Talent Show Production or by any of its agents and that no understanding has been made or agreement entered into other than as set forth herein.

Additional items for food vendors:

It is the vendor's responsibility to obtain any and all permits required by local city and the State of Kansas, and to pay all appropriate taxes and fees to the City and State. If applicable, vendors must have ready for inspection, a Food Permit issued by the appropriate authorities. In the event that the local authorities close a vendor's booth, all fees and deposits are forfeited. Any fines incurred by Family Friend, Inc/A Talent Show Production as a result will be invoiced to the vendor.

The (JGF) reserves the right to negotiate menu items, price points, fees, locations, etc. with those vendors invited to participate in the (JGF). All food vendors' prices must be posted in a professional and legible manner. Food vendors will only sell the items that have been approved by the (JGF).

Vendors using heat and/or open flames must provide fireproof containers for discarding ashes and one visible fire extinguisher. It is the vendor's responsibility to

obtain any and all permits required by the local authorities, and to pay all appropriate taxes and fees.

All food waste, trash and debris must be disposed of in proper containers. Vendor agrees to pay for any costs incurred by Family Friend, Inc/A Talent Show Production to clean up any of their waste not properly disposed of.

VIOLATION OF THESE RULES AND REGULATIONS MAY RESULT IN EVICTION FROM THE 2016 CARNIVAL/GOSPEL MUSIC FESTIVAL. YOU MAY ALSO BE BARRED FROM PARTICIPATING IN FUTURE FESTIVALS.

Refunds

No refunds for any reason.

Vendor

Electricity is vendor responsibility.

Water source and ice are vendor responsibility

Required Permits (Food vendors responsibility)

Wichita Vendors-Must be registered as a Wichita food vendor.

If mailing your application and money orders(No Checks): Family Friend, Inc.
4507 Vesta Dr. Wichita, Ks. 67208

Did we leave something out, or do you have a question that is not answered here?
Contact us and we will get back with you ASAP.

I am a duly authorized representative of the aforementioned company and agree to follow all event terms, guidelines, safety, security and health regulations, and all applicable local state and federal laws and regulations. It is strongly recommended that vendor carry their own insurance policy to cover their own actions. I am in full agreement to stay on the festival premises for the duration of the event, 11am to 9pm or a time frame agreed upon with the Festival Vending Coordinator.

Vendor Representative

Signature _____ Date _____

Vendor Coordinator

Signature _____ Date _____

