

**EMANCIPATED:**  
A JUNETEENTH CELEBRATION

**Mt. Carmel Church's Juneteenth Celebration**  
**Saturday, June 17, 2023**  
**Vendor's Registration**

Thank you for your interest to participate in our first annual Juneteenth Celebration! We would be excited and delighted for you to join us at this big community event hosted on the Far Eastside of Indianapolis!

Vendor Instructions:

- Mt. Carmel Church is having “A Juneteenth Celebration” on **Saturday, June 17, 2023, 12:00pm-6:00pm at 9610 E. 42<sup>nd</sup> Street, Indianapolis, IN 46235.**
- **Food and merchant vendors** have three space sizes to choose from:
  - Small (8.5'x11')-**\$30**
  - Medium (17'x11')-**\$50**
  - Large (25.5'x11')-**\$75**
- **Food trucks/carts** will be parked in a specific location next to the food vendors and charged **\$75**.
- All vendors will be required to remain on site for the entire time. Once you are permitted on the lot for setup, please plan to remain on site until the specified breakdown time, for safety purposes. No vehicles, except authorized event vehicles, will be allowed to remain on the event campus throughout the event.
- **SET-UP:** Vendors will be allowed to enter the event parking lot for complete set up between 8:30am and 11:30am, the day of the event.
- **BREAKDOWN:** Vendor station break down will begin at 6:00pm. Vehicles will not be permitted to enter the lot for moving equipment until 6:30pm, for the safety of our guests.
- **PARKING:** All vehicles, except authorized event vehicles, must be removed from the event campus by 11:30am sharp, in preparation for the event to begin. Parking with shuttle service will be available for all vendors to and from the event campus, after setup.

Criteria for Juneteenth Vendors:

We are excited about providing a cultural experience to our community for their enjoyment and want to engage all our volunteers, vendors, and the participants to celebrate, and enjoy this event! To be a vendor for this event, you will also need to be engaged in the cultural delivery of the theme to its participants. **All vendors will be expected to:**

- Be fully equipped to provide their own equipment and supplies to run a vendor's booth, to include tent, table & chairs, power source, signage, legible labeling, and pricing.
- Provide at least one item specifically featured for Juneteenth (i.e., a Juneteenth drink that represents one of the official colors of Juneteenth; an article of clothing with

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official Juneteenth colors, symbols, or historical reference to the celebration, etc). This item should be labeled as “Juneteenth Special.”

- AS a FOOD VENDOR, have proof of:
  - Status as licensed retail and wholesale food establishment or approved concession trailer
  - Temporary food service license\*
  - Certified food handler at station during the entire event
  - Temporary hand washing station at your stand
- Promote the Mt. Carmel Juneteenth Celebration on your social media and place of business to help spread the word, at least 2 weeks prior to the event. (The “SAVE THE DATE” flyer is provided. The final event flyer & images will be provided to you in May 2023.)
- Check-in and promote the event on social media using the hashtags that will be provided, for our event.
- Submit a signed and fully completed “Vendor Profile Form” to **juneteenthmtcarmel@mtcarmelindy.org, by Friday, May 5, 2023.**
- Make payment by one of the following ways, using “Mt. Carmel Juneteenth” as subject:
  - Paypal: @mtcarmelchurchurchindy
  - Zelle: 317-832-5079
  - Mail a cashier’s check, certified check or money order to Mt. Carmel Church, 9610 E. 42<sup>nd</sup> Street, Indianapolis, IN 46235. Cash, personal or company checks will not be accepted.
- Accepted vendors will be on a first-come, first serve basis and will receive a confirmation email of registration and payment to confirm vendor’s participation.
- Cancellation policy: Once payment is received, vendor may cancel participation, in writing, for full refund, up until Friday, May 26, 2023. Any cancellation after May 26<sup>th</sup> will not be subject to refund. Any refunds due to the vendor will be paid within 90 days.

*\*required by the Marion County Public Health Department to participate by applying for a temporary food establishment license with the Department of Food & Consumer Safety. The Host will follow up with food vendor to verify requirements.*

### Mt. Carmel as a host will provide:

- Adequate spacing, security, and promotion of the event to generate a large crowd of community members and participants across the city
- Confirmation and assignment information after registration & payment completed
- A water source on site
- Hand washing station set-up
- Social media hashtags to promote your attendance before and during the event
- Regular announcements of vendors in attendance, from the main stage

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**Vendor Profile Form**

Primary Contact: First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Business Name \_\_\_\_\_

Primary Contact Email \_\_\_\_\_

Primary Contact Phone \_\_\_\_\_

Business Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Check the following type that applies:

Merchant Vendor

Food Vendor

Food Truck

Check the following space size needed:

Small (8.5'x11')-**\$30**

Medium (17'x11')-**\$50**

Large (25.5'x11')-**\$75**

List the product(s) that you will be selling:

What will be your "Juneteenth featured" item?

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WAIVER OF LIABILITY: I hereby agree that the Mt. Carmel Church assumes no liability for any loss of property or claim of personal injury, including death, as a result of my participation in “Emancipated: A Juneteenth Celebration” on the Mt. Carmel Church property, on Saturday, June 17, 2023. I herein release, discharge and agree to indemnify, defend and hold harmless the Mt. Carmel Church, its Deacons, employees, volunteers or any other officers associated with the church from all claims and suits, including court costs, attorneys fees and other expenses, that are related to any injury to property and/or persons, including death, which may occur within or upon the Mt. Carmel Church grounds at 9610 E. 42<sup>nd</sup> Street, Indianapolis, IN 46235.

It is the expressed purpose of Mt. Carmel Church that all vendors have a positive experience with the opportunity to expose its business and make a profit for its own benefit, however, The Mt. Carmel Juneteenth Celebration does not guarantee vendor sales amounts. Additionally, Mt. Carmel reserves sole authority to delay, suspend and/or end vendor sales due to any on-site emergency, safety incident(s) and/or inclement weather.

Further, I give permission for photographs and/or videos to be taken of me or my vendor space at this event. I grant full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for promotion, advertising, fundraising, publicity or other purposes to help achieve the goal of highlighting and celebrating this event, immediately following the event or well into the future.

**I have read and agree to all the vendor instructions, criteria, and terms of the waiver of liability:**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

For further questions regarding vendor registration or anything concerning Mt. Carmel Church’s Juneteenth Celebration, please email us at [juneteenthmtcarmel@mtcarmelindy.org](mailto:juneteenthmtcarmel@mtcarmelindy.org).