



Ferguson Juneteenth Celebration

Vendor Information & Application

Ferguson Parks & Recreation | 1050 Smith Ave. Ferguson, MO
(314) 521-4661 | www.ferguson4th.com

June 17, 2023 | Plaza at 501 | 1:00 PM – 6:00 PM

www.FergJuneteenth.com

We are accepting booth applications for food, games, resale items, and crafts from both not-for-profit organizations and for-profit businesses. 2023 Estimated Attendance: 800+

The following rules and guidelines apply:

1. Please read below:
Food Vendors (Limit 3 Booths) & Food Trucks (Limit 3): No duplication of products will be allowed. Food Vendors & Trucks will be selected on a first come first serve basis.
Miscellaneous Resale Vendors (No Limit): These vendors will be decided based upon a first come first serve basis.
Ferguson Community Organization/Non-Profit (No Limit): Permit fee will be waived, but must provide a game, activity, and/or information at their booth.
2. The products and prizes must be listed on your application for review and approval by the Committee before your booth is awarded.
3. **Fees/Payment:** A reservation fee and refundable deposit will be charged to all Food and Miscellaneous vendors once application is approved. Once the application has been approved, you will have 14 business days to make payment. Payment can be made online at register.fergrec.com or in person at the Ferguson Community Center.
4. Booth frontage is 10' x 10'. Motorized vehicles will not be allowed to park behind any booth.
5. **Food Vendors:** The festival will provide the 10' X 10' tent (1) table. Vendors are required to bring all other items they may need, including, tables, signs, chairs, and a trash can.

Due to electric overload problems, electric is not provided or guaranteed. If electric is needed to be a vendor, please indicate it on the application and it will be brought to the committee for review.
6. **Resale and Community Organization Vendors:** The festival will provide the 10' X 10' tent and 1 table. Chairs will **not** be provided. Electric will **not** be provided.
7. **Miscellaneous Vendors** will **NOT** have access to electric
8. Each booth operator must display a banner or sign, of not more than 18" in height, with their organization's name and sponsoring institution. A menu card listing item(s) and prices should be posted on the front face of the booth. Food booths must have a serving table with a counter appearance. Appropriate storage and handling of menu items is also required.
9. **Time commitment:**
Food Vendors: These vendors are required to be open starting at 1:00p.m. and staying open until 6:00p.m. Any food vendor that leaves before 6:00p.m will forfeit their deposit. Food Trucks will be onsite from 1:00pm-6:00pm.
Miscellaneous Vendors: These vendors are required to be open 1:00p.m-6:00p.m. Any miscellaneous vendor that leaves before 6:00p.m will forfeit their deposit.
10. A current 1 million dollar **Certificate of Insurance** is required for all vendors naming the City of Ferguson as an additional insured. A copy of the certificate of Insurance is required before set-up.
11. Vehicles may drop off supplies and begin setting up their booth at 12:00p.m on June 17, 2023. There will be no drop off or set up available the day prior to the festival. All vendors are required to be set up by 1:00p.m on June 17, 2023.



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Further details will be sent after your Application Form has been received. If you have any questions, please contact Recreation Manager, Katelyn Haniford at (314) 521-4661 or khaniford@fergusoncity.com.

RESERVATION EXPENSES

FOOD VENDOR FEE: \$75.00

DEPOSIT: \$100

Grounds Fee: This provides a 10' X 10' space for a booth on the Festival grounds at Plaza @ 501, tent and table. Your booth location will be assigned by June 14, 2023.

Deposit: This deposit is refundable as long as you complete the checkout list and have a grounds committee member sign off.

RESALE VENDOR FEE: \$50.00

DEPOSIT: \$100

Grounds Fee: This provides a 10' X 10' space for a booth on the Festival grounds at Plaza @ 501 plus 1 table and a tent. Your booth location will be assigned by June 14, 2023.

Deposit: This deposit is refundable as long as you complete the checkout list and have a grounds committee member sign off.

COMMUNITY ORGNIZATION/NON-PROFIT VENDOR FEE: WAIVED

APPLICATION DEADLINE: 5:00 p.m. March 31, 2023.

Completed application forms must be returned to the grounds committee by the time indicated above. Payment is not required until the vendor is accepted. Once the vendor is accepted the organization has 14 business days to make payment. Payment can be made online at register.fergrec.com or in person at the Ferguson Community Center.

The Ferguson Juneteenth Celebration Committee reserves the right to determine which groups are eligible to reserve a ground space and/or a booth. In order to prevent duplications, food vendors requesting space and/or booths are asked to submit all food items requested for resale (menus are allowed as an attachment). **NO food or drink is to be given away.**

If application is approved, I agree to follow all above policies and procedures.

Signature _____



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FOOD VENDOR & FOOD TRUCK APPLICATION

I. CONTACT INFORMATION

NAME OF GROUP	
SPONSORING ORGANIZATION	
<i>Is this a 501(c)3 organization?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
CONTACT NAME	
ADDRESS	
CITY, STATE, & ZIP CODE	
PHONE #:	
E-MAIL:	

II. SPECIFICS

CHECK SELECTION:	<input type="checkbox"/> Food <input type="checkbox"/> Drink <input type="checkbox"/> Both
DESCRIPTION OF FOOD & DRINK ITEMS: <i>Please be specific and provide a menu attachment if possible.</i>	
EQUIPMENT TO BE USED:	
WATTAGE REQUIRED <i>(Not Guaranteed)</i>	

It is the responsibility of each vendor to follow all St. Louis County Health Department rules and regulations. Each vendor **MUST** purchase a special event health permit directly from St. Louis County. The County inspectors will be present during the Juneteenth Celebration to make sure all vendors have purchased a health permit and that the vendors are properly following County Health department rules and regulations.

This applies to all food vendors. Applications are available on line through the St. Louis County Health Department Website www.stlouisco.com or by visiting the County Office in the government center at Village Square. Vendors who do not comply with County Health regulations will be closed down by St. Louis County Health and not able to operate. The Ferguson Juneteenth Celebration Booth Fee will **NOT** be refunded.



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RESALE OR COMMUNITY ORGANIZATION/NON-PROFIT VENDOR APPLICATION

I. CONTACT INFORMATION

NAME OF GROUP/BUSINESS	
SPONSORING ORGANIZATION	
<i>Is this a 501(c)3 organization?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
CONTACT NAME	
ADDRESS	
CITY, STATE, & ZIP CODE	
PHONE #:	
E-MAIL:	

II.SPECIFICS

CHECK SELECTION:	<input type="checkbox"/> Informational <input type="checkbox"/> Crafts <input type="checkbox"/> Games <input type="checkbox"/> Resale Items
DESCRIPTION OF RESALE ITEMS (If applicable):	
DESCRIPTION OF INFORMATION, GAMES, AND/OR CRAFTS (If applicable)	