



Vendor Application & Guidelines

- The event reserves the right to reject applications that do not meet the values or standards of the event. Rejected applications will be returned with payment.
- Newberry Juneteenth vendors undergo a jury process that aligns with the values of inclusion, accountability, collaboration, integrity, and excellence in service of this event. The process is to ensure items sold are not offensive and appear new, handmade, hand altered, or hand assembled.
 - The event will only approve a max of two vendors selling the same merchandise. (example: only (2) custom shirt makers or (2) candle makers)
- Applications will be processed in the order of date received and must include all fees, requested photos, and other information that is required to be considered.
- Vendor booths are for applicants to sell their products.

Vendor booths may not be used for the sale of on or off-site cooked hot foods or foods classified as Time/Temperature Control for Safety Foods as per SCDA regulation 61-25. Please see the Food Vendor Application.
- Sales are limited to your assigned booth space.
- Vendors are responsible for collecting and reporting SC sales tax as required by law and obtaining the proper SC license from SCDOR.
- A vendor packet containing your space assignment, entry pass, event map, and any special instructions for entry and exit will be mailed to you at the mailing address provided in the application within two weeks of the event. Copies of entry documents can also be emailed to you but will not include the entry pass.

Booth Spaces:

- Booth spaces will be assigned.
- Booth spaces included a 10x10 tent-covered section with no electricity, table, or chairs.

Booth Set-Up and Break-Down:

- Set-up time is from 7:45am to 8:30am, and the breakdown is from 4:00 pm to 5:00 pm. Vendors must remain open until the official breakdown period or risk application rejection for future City of Newberry events. More details are in the vendor packet.
- Vendors are responsible for leaving the space in the same condition as when they arrived.

Send Applications via email or mail

- Newberryfestivals@cityofnewberry.com
- City of Newberry Parks, Recreation and Tourism – Juneteenth
P.O. Box 538, Newberry, SC 29108

Questions / Concerns:

Call (803) 321-1015 or email newberryfestivals@cityofnewberry.com



Newberry Juneteenth Celebration

June 20, 2026

Vendor Application



Applications must be postmarked by April 24th, 2026
\$75.00 booth fee

Applications will be processed in the order of date received and must include all fees requested material. Limited booth spaces are available. The event reserves the right to reject applications that do not meet the values or standards of the event. Rejected applications will be returned with payment.

Send Applications via email or mail:

- newberryfestivals@cityofnewberry.com
- City of Newberry Parks, Recreation and Tourism – Juneteenth
P.O. Box 538, Newberry, SC 29108

Organization or Business Name: _____

Contact Name: _____

Mailing Address: _____ P.O. Box: _____

City: _____ State: _____ Zip: _____

Phone number: (c) _____ (alternative) _____

Email: _____ Website/Facebook: _____

Material Required for Jury Consideration

Failure to provide accurately requested information could result in application rejection, loss of space, and/or forfeiture of all fees. The following items are required along with the application:

- A detailed description of the materials to be handed out (the more details, the better).

Required for Jury Consideration

APPLICANT CHECKLIST:

Material description: _____ **INITIAL**

Application completed: _____ **INITIAL**

Payment enclosed: _____ **INITIAL**

Please send Invoice for CARD payment

PLEASE VERIFY THE FOLLOWING:

Applicant has read and agrees to follow the event guidelines. _____ **INITIAL**

The vendor understands that only items/information submitted and approved with the application may be sold during the Newberry Juneteenth event.

_____ **INITIAL**

APPLICANT ACKNOWLEDGEMENT:

The undersigned does hereby release, acquit, and forever discharge the City of Newberry, its agents, its representatives, its employees or contracted staff, of and from all manner of actions, suits, damages, claims, or demands whatsoever in law or equity from any loss or damage of any nature of description, known or unknown, in any way relating to the undersigned participation in the Newberry Juneteenth event. I acknowledge that I have read all event policies and agree to adhere to them. Applicant also consents to the Newberry Juneteenth event utilizing its photograph, image, and/or sound in promotional materials, including print, broadcast, and online internet media.

Signature: _____

Date: _____