

**Newberry Juneteenth: Celebrate Freedom** Saturday, June 17, 2023 –10:00AM-4:00 PM  
**Community Corner Booth Information & Application**

**QUALIFICATIONS:**

- Community Corner booths are only available to the following organizations:
  - Churches
  - Non-Profits (must attach IRS status to application)
  - Civic Organization
  - Health/Wellness Organizations
  - **All of the above must be located in Newberry County, or have listed in their mission statement (please attach) that they serve Newberry County directly.**
- The event reserves the right to reject applications that do not meet the values or standards of the event. This would be for the sale or distribution or display of items that are of poor quality, inappropriate, or offensive nature. Our goal is to provide a quality experience for the vendor and patrons. Rejected applications will be returned with payment.
  - Community Corner Booths are for organizations to distribute community information, host bake sales, fundraise, etc. If you have questions about the approval of products your booth intends to sell or distribute, please contact the event organizer.
  - Community Corner Booths MAY NOT use their booth space for the sale of on or off-site cooked hot foods or foods that are considered Time/Temperature Control for Safety Foods per SCDHEC regulation 61-25 (<https://scdhec.gov/food-safety-timetemperature-control-safety-tcs-food>). Those interested in on-site cooking should consult our Food Court Vendor Application.

**BOOTH SPACES:**

- **Limited booth spaces are available (8 total). Spaces are available on a first-come-first-served basis. Spaces are 10x10 in size**
- Spaces will be sold one space per vendor
- **Spaces are \$50 and tents ARE NOT provided.**
- **Electricity is not available.**
- **We cannot assist with booth set up. Please make the necessary preparations to set up your booth.**
- All vendors should supply their own tables and chairs.

**TAXES & LICENSES:** Vendors are responsible for collecting and reporting SC sales tax law requires. Vendors are also responsible for obtaining proper SC licenses from SCDOR as applicable.

**Application deadline is May 8, 2023 at 5pm. Applications are accepted until spaces are filled.**  
**Applicants will be notified of application status within the month that the application is received.**

**NO APPLICATION WILL BE ACCEPTED WITHOUT THE COMPLETED FORM, EXAMPLES, & FEE.**

Approved vendors will be mailed a welcome packet including a map with their booth location, parking pass, and vendor guidelines one month prior to the event.

**Set-Up: 8:30 am -9:30 am**

**\*Break Down: 4:00 pm-5:00pm**

**\*Vendors are asked to remain open until the official breakdown period or be subject to application rejection for future City of Newberry events.**

**\* NO RESCHEDULE DATE will be planned**

**•NO Refunds Given to approved vendors•**

**•Checks will be returned if vendor approval is not granted•**

**NOTICE: City of Newberry Parks, Recreation, and Tourism reserves the right to ACCEPT or REJECT any application. We also reserve the right to remove any vendor that does not follow the vendor policies established for this event (see additional document). City of Newberry, Parks, Recreation, & Tourism: (803) 321-1015**

**Please keep this page for your records.**

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**Application Deadline is May 8, 2023, @ 5 pm.** Applications are accepted until spaces are filled.  
**SUBMISSION OF THIS APPLICATION DOES NOT GUARANTEE A SPACE.** Applicants will be notified of application status within the month that the application is received.

➔ Organization/Booth Name: \_\_\_\_\_

➔ Contact Name: \_\_\_\_\_

➔ Mailing Address: \_\_\_\_\_ PO Box: \_\_\_\_\_

➔ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

➔ Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

➔ Primary Email: \_\_\_\_\_

➔ Website: \_\_\_\_\_

➔ CIRCLE ONE: Category of Organization based on booth qualifications:  
**CHURCH                      NON-PROFIT                      CIVIC ORGANIZATION                      HEALTH/ WELLNESS ORG.**

➔ Purpose of Booth & Description of Products your booth intends to sell or distribute: \_\_\_\_\_

(This description will be used when presenting your application to the committee. If needed, please attach an additional document.)

<b>\$50 Community Corner Booth Space</b>			<b>FOR OFFICE USE ONLY:</b>	
Tents ARE NOT provided for these spaces- vendors are REQUIRED to bring their own plus 40lbs of weights to keep tent in place should there be winds.			DATE RECEIVED: _____	APPROVED: _____
<b>PAYMENT VIA (select one):</b>			_____	DENIED: _____
<b>CASH</b>	<b>CHECK</b>	<b>CARD (SEE BELOW)</b>	DATE NOTIFIED: _____	CARD RUN: _____
<b>\$ FEE AMOUNT ENCLOSED</b>			_____	CHECK #: _____
<b>CARD NUMBER</b>	_____		_____	CASH: _____
<b>CCV NUMBER</b>	_____	<b>EXP. DATE</b>	_____	_____
Application fees must be paid in full at time of application. Application without fee will not be accepted.				

General Release

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.

➔ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

➔ **Please print name clearly** \_\_\_\_\_

**City of Newberry Parks, Recreation, and Tourism: (803) 321-1015**  
**Please mail application and payment made payable to:**  
**City of Newberry- Juneteenth, P.O. Box 538, Newberry, SC 29108**

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**COVID-19 VENDOR RISK ACKNOWLEDGEMENT**

The vendor acknowledges that exposure to COVID-19 is an inherent risk in any public location where people are present; the Newberry Juneteenth cannot guarantee you will not be exposed during your visit. The CDC advises that older adults and people of any age who have serious underlying medical conditions may be at higher risk for severe illness from COVID-19. Vendors and attendees should evaluate their own risk in determining whether to attend. People who show no symptoms can still spread COVID-19 if they are infected; any interaction with the general public poses an elevated risk of being exposed to COVID-19. By vending at or attending the Newberry Juneteenth, you acknowledge and agree that you assume these inherent risks associated with attendance, and agree to hold the Newberry Juneteenth, City of Newberry, and its sponsors, agents, staff, and volunteers harmless. Further, should you decide not to vend or be unable to vend due to illness at the Newberry Juneteenth, no refunds for vendor space will be provided. *Refunds will ONLY be issued if the Newberry Juneteenth is canceled due to COVID-19 risk and cannot be rescheduled.*

**COVID-19 VENDOR RISK ACKNOWLEDGEMENT**

Vendor Signature: \_\_\_\_\_

Vendor Printed Name: \_\_\_\_\_

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