

SATURDAY, JUNE 18, 2023 | 2PM - 10PM

The Performing Arts Center | 375 W. Briarcliff, Bolingbrook, IL

**COMING
»»» TOGETHER
MOVING
FORWARD »»»**

EXHIBITOR/VENDOR PACKAGE



EVENT SUMMARY

For the first time in Bolingbrook’s history, we will be hosting a Juneteenth festival for the benefit of Bolingbrook and surrounding communities to provide a positive and peaceful forum for the community’s residences that encourages, empowers and educates. This community event will celebrate the collective efforts of our community, more specifically, African Americans who contribute their talents to improve the local quality of life. Through education and inspiration, this event will display a commitment to multiculturalism and provide an outlet to learn about American history, reflect on progression and serve as a reminder to remain committed to social harmony.

This event will include live entertainment, food and product vendor booths and educational and informational exhibitor booths.

GENERAL INFORMATION

Annual Juneteenth Community Festival
Saturday, June 17, 2023 - 2pm – 10pm Exhibitor/
vendor hours are 1pm – 9pm

Roger C. Clarr Performing Arts Center
375 W. Briarcliff Rd. Bolingbrook, IL 60440

We are anticipating an attendance of **3,000 - 4,000 people** from the Chicagoland area (Bolingbrook, Joliet, Plainfield, Romeoville, Chicago, etc.).

PACKAGE INCLUSIONS

Each booth includes:

- » Non-branded tent
- » 8x10 table and two (2) chairs
- » Table Sign

Exhibitor/Vendor Schedule for June 17, 2022:

Exhibitor/Vendor Move-in	11:00am– 1:30am
Exhibitor/Vendor Hours	2:00pm – 9:00pm
Exhibitor/Vendor Move-out	9:00pm – 11:00pm

Paperwork may be emailed to:

BBJuneteenth Committee
4 Snead Ct. Bolingbrook, IL 60490
bbjuneteenth@comcast.net
(p) 630.841.6060





EXHIBITOR/VENDOR APPLICATION & REGISTRATION FORM

All vendors should submit a certificate of insurance naming the BBJuneteenth Committee/Lawrence Cooper as additionally insured. The address of the event is 375 W. Briarcliff Rd. Bolingbrook, IL 60440. The liability policy should be at least for \$1,000,000. We can assist you in finding access to this insurance.

Vendor agreements are due with a 50% non-refundable deposit at the time of submission. Final payments are due no later than May 17, 2023. If full payments are not made by May 17, 2023 agreement may be terminated. Please make checks payable to **BBJuneteenth**.

I would like to register as:

- an exhibitor \$100
- a product vendor \$200
- a food vendor \$400

Payment Information (please check one): Check Credit Card \$ _____
Approved Amount

Credit Card Number Expiration Date CW Code Zip Code

Signature Print Name

Company Name

Contact Name

Address City, State, Zip

Telephone Fax

Email Website

Paperwork may be emailed to:
BBJuneteenth Committee
4 Snead Ct. Bolingbrook, IL 60490
bbjuneteenth@comcast.net
(p) 630.841.6060





FOOD VENDORS

Food vendors must have a permit from the Will County Health Department in order to participate. Please apply for your Will County Health Department Permit as soon as possible. Please provide the committee with a copy of your application so we can keep it on file.

You can apply in-person for your health permit here:
Will County Health Department
323 Quadrangle Dr. Bolingbrook, IL 60440
Phone: 630-679-7000

This is a family-focused event, so please keep your food serving sizes to "taste" like. We suggest if you are going to have a higher dollar amount item (\$6-8), that you also have a \$3 (or so) priced item.

Please complete the information below.

Menu Category (American, Asian, Gourmet, Hispanic, etc.): _____

Menu Options (what items do you intend on selling?):

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Other: _____

Paperwork may be emailed to:
BBJuneteenth Committee
4 Snead Ct. Bolingbrook, IL 60490
bbjuneteenth@comcast.net
(p) 630.841.6060





PRODUCT VENDORS

Please complete the information below.

Product Category (jewelry, clothing, handbags, etc.): _____

Product & Price Listing (estimates):

1. _____

2. _____

3. _____

4. _____

Other: _____



Paperwork may be emailed to:
BBJuneteenth Committee
4 Snead Ct. Bolingbrook, IL 60490
bbjuneteenth@comcast.net
(p) 630.841.6060





EXHIBITORS

Please complete the information below.

Service Category (finance, insurance, well-being, etc.): _____

Key Messages:

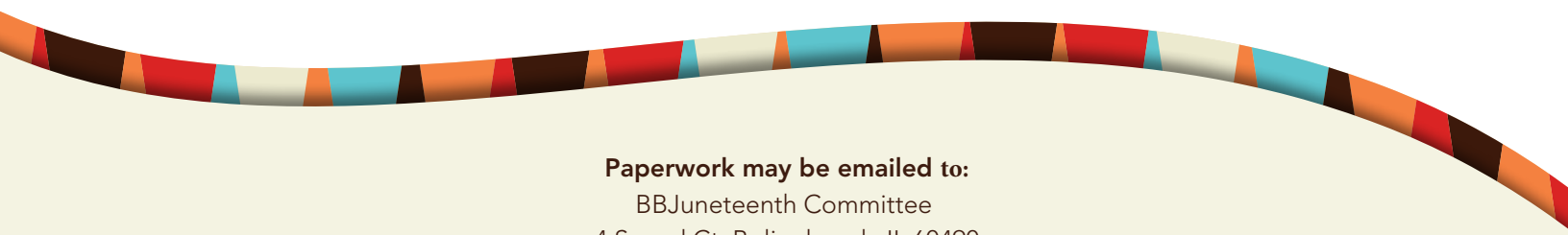
1. _____

2. _____

3. _____

4. _____

Other: _____



Paperwork may be emailed to:
BBJuneteenth Committee
4 Snead Ct. Bolingbrook, IL 60490
bbjuneteenth@comcast.net
(p) 630.841.6060





TERMS AND CONDITIONS

1. Booth must remain staffed from 2:00pm to 9:00pm. Please make arrangements for a substitute for relief breaks.
2. Booth spaces can accommodate booth displays no larger than 8' wide.
3. All table coverings/skirting provided by exhibitor must reach the floor on three sides.
4. Only one business/organization per booth, please. Any exceptions to this must be approved by the Committee Chair.
5. No goods or services other than those specified below shall be exhibited, and no business of any other nature shall be transacted.
6. No part of any booth display may extend into the aisle beyond the designated space or encroach on the space of another exhibitor. There shall be no lights, music, or sound effects that are visible or audible beyond the limits of an exhibitor's booth space.
7. All booth space must be left clean and free of all debris when tear-down is complete; all materials brought into exhibition space by your organization must be removed. There will be a \$50 cleaning charge for any booth where trash and/or debris remains, and responsible exhibitor may be excluded from future related events.
8. The undersigned Exhibitor agrees that it will, at all times after the date of this Contract, hold the Bolingbrook Juneteenth Committee harmless and keep said indemnified; (a) From and against all costs, claims, expenses and damages, including expert and attorney's fees, arising from the operation by the Exhibitor of a booth at the Juneteenth Annual Community Festival, and, (b) By reason of any action or other proceeding which shall or may be brought or instituted against the said BB Juneteenth Committee for or in respect of the operation of said booth at said Festival concerning its stock in trade, effects and premises, or for, or in respect of, the recovery of the several sums of money which might be due and owing from the Exhibitor in respect of their operations including all costs, claims, expenses, and damages.
9. Cancellation Policy: If reservation is cancelled, there will be no refund.
10. Submission of registration form constitutes acceptance of all terms specified herein.

Paperwork may be emailed to:

BBJuneteenth Committee
4 Snead Ct. Bolingbrook, IL 60490
bbjuneteenth@comcast.net
(p) 630.841.6060

