

Vendor Management by EWMedia Group  
6606 FM 1488, Ste 148-116, Magnolia, TX 77354  
832-413-2217, 866-875-8960 - Toll-Free Phone/FAX  
[don@ewmediagroup.com](mailto:don@ewmediagroup.com) \* [www.ewmediagroup.com](http://www.ewmediagroup.com)



**2024 Juneteenth Jubilee Festival**  
**Sat., June 15, 2024 — 11:00 AM until 3:00 PM**  
**Fifth Ward Multi Service Center, 4014 Market St., Houston, TX 77020**

Houston--Juneteenth is the day that commemorates the end of slavery in Confederate states. It is a day that marks the emancipation of those enslaved within the United States, and it serves as a reminder of the struggles and triumphs that have shaped our nation! It is time to reflect on the resilience and strength of those who fought for liberation and to acknowledge the ongoing journey towards equality and justice. This year's theme is Freedom cannot be taken for granted but Nurtured, Preserved, and Protected. Together, we can create a world where everyone is treated with dignity and fairness.

Join Sickle Cell leaders in Houston and the Black Heritage Society to observe World Sickle Cell Day and participate in the Juneteenth Jubilee Festival. This Festival is produced in partnership with the Black Heritage Society Inc., the producers of The 46<sup>th</sup> Original MLK, Jr. Festival & Parade and the 16<sup>th</sup> Juneteenth Parade.

This festival is FREE to attend and offers music, opportunities for family learning and fun. You will also find vendors and food trucks on site.

Fans will also want to attend the:

- The 47<sup>th</sup> Original MLK, Jr Parade & Festival – Jan. 20, 2025

**Booths are sold on a first-come, first-serve basis.**  
**HOW TO APPLY FOR THIS FESTIVAL**  
**The 3-page Vendor Application is included in this packet.**  
**Apply / pay online or view a schedule of upcoming shows: [www.ewmediagroup.com](http://www.ewmediagroup.com)**

**Application begins on page 3... Application instructions begin on next page**

## **I want to participate, what must I do?**

**THE APPLICATION** Your signature is needed on each page of the application which is in PDF format. It is also available in MSWord format on request.

### **ONLINE LINKS TO THIS FESTIVAL APPLICATION:**

1. Links to Vendor Packet for this festival: <https://ewmediagroup.com/applications/>  
Note: this application can be filled out and paid online.

**TO PAY FOR THIS MARKET**, you can pay with cash or a money order, Credit Cards, Zelle or PayPal. If you would like to charge it to a credit card, please:

1. after you download & fill out the application;
2. go to our website, <https://www.ewmediagroup.com/Payments> and make your payment; NOTE: The form you fill out online to use your credit card is not the application.

**TO SUBMIT THE APPLICATION IF YOU DID NOT FILL IT OUT ONLINE**, you can

1. Scan & email it to [don@ewmediagroup.com](mailto:don@ewmediagroup.com);
2. FAX it to me toll-free at 866-875-8960 – no cover page needed;
3. Snail-mail it to me. EWMedia, 6606 FM 1488, #148-116, Magnolia, TX 77354.  
If you do snail mail it to me please call me and let me know.

### **WHAT HAPPENS NEXT?**

The website will send you a receipt immediately upon payment. We will send you another receipt before the Market to make sure we are on the same page as far as what you are ordering and what you have paid.

### **LOAD-IN INFORMATION**

On the Thursday morning before the Festival, I will email you load-in information. Although there is general load-in information in the vendor packet, this information is superseded by the load-in information you get the week of the Festival.

### **QUESTIONS**

We would appreciate you sharing any Festival publicity you receive with your own mailing list. Please call or email if you have questions.

#### **APPLY FOR THIS FESTIVAL**

**The 4-page Vendor Application is included in this packet.**

**Apply/pay online or view a schedule of upcoming shows:**

[www.ewmediagroup.com](http://www.ewmediagroup.com)

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**APPLICATION BEGINS ON NEXT PAGE...**

**2024 Juneteenth Jubilee Festival**  
**Sat., June 15, 2024 — 11:00 AM until 3:00 PM**

**Fifth Ward Multi Service Center, 4014 Market St., Houston, TX 77020**

**Contact: Don Schwarzkopf, 832-413-2217 \* 866-875-8960 - toll-free phone/fax \* [don@ewmediagroup.com](mailto:don@ewmediagroup.com)**

Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home: \_\_\_\_\_ Alternate: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Web: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Answer each of these questions that apply.**

A.) Are you a Tent, Truck or Trailer? \_\_\_\_\_ B. Size-length of space needed (**include hitch**) \_\_\_\_\_ft

C.) What do you cook with? \_\_\_\_\_ Electricity; \_\_\_\_\_ Wood/Coal. \_\_\_\_\_ Propane– Not Allowed at this venue

D. Items You Sell: \_\_\_\_\_

**1-DAY BOOTH RENTAL FEES** *Download app. & pay @ <https://ewmediagroup.com/applications/>*

| List Your Fees Here | 10x10             | 10x20 | Type of Booth (Space Rental Only – No White Tents Supplied)           |
|---------------------|-------------------|-------|-----------------------------------------------------------------------|
| \$                  | \$75              | \$75  | COMMERCIAL                                                            |
| \$                  | \$50              | \$50  | ARTS & CRAFTS / NON-FOOD SALES                                        |
| \$                  | N/A               | N/A   | ELECTRICITY (You Must Provide Your Own) see p2,#8                     |
| \$                  | N/A               | N/A   | PROPANE NOT ALLOWED                                                   |
| \$                  | \$50              | \$50  | FOOD TENTS/ FOOD TRUCKS                                               |
| \$                  | \$50              | \$50  | DESSERT / SPECIALTY                                                   |
| \$                  | <b>YOUR TOTAL</b> |       | <b>NOTE * 5 exterior feet creates 2 selling sides - see Page 2 #2</b> |

**APPLICATION & PAYMENT:** Make checks & money orders payable to: ***EWMedia***

- 1 **After 5/15/2024** - credit cards, cash, cashier's chks, PayPal, Venmo, Zelle or money orders accepted.
2. **Online application & credit card payments** may be made at: [www.ewmediagroup.com](http://www.ewmediagroup.com)

|                                  |                                                   |                      |
|----------------------------------|---------------------------------------------------|----------------------|
| <b>A<br/>P<br/>P<br/>L<br/>Y</b> | <b>1. Application - sign all pages</b>            | <b>due 6/01/2024</b> |
|                                  | <b>2. Payment</b>                                 | <b>due 6/01/2024</b> |
|                                  | <b>3. List of personnel &amp; items you sell</b>  | <b>due 6/01/2024</b> |
|                                  | <b>4. Food Vendor's Temp Permit/Medallion</b>     | <b>due 6/01/2024</b> |
|                                  | <b>5. Food Vendors Insurance Binder (see #10)</b> | <b>due 6/01/2024</b> |

**Mail Application & Payment To: Don Schwarzkopf – EWMedia Group**  
**6606 FM 1488, Ste 148-116, Magnolia, TX 77354**

**RELEASE:** Applicant's signature on this application releases and forever discharges the Black Heritage Society, EWMedia, the Fifth Ward Multi Service Center, all sponsoring organizations, their elected officials, directors, employees, and volunteers from any responsibility, personal liability, or claims of loss or damage arising out of, or in conjunction with participation in the Juneteenth Jubilee Festival. The Festival is not responsible for any injury sustained by exhibitors, patrons or guests. Applicant stores and exhibits, their goods at their own risk. I understand that EWMedia contracts with the Festival to provide vendor management and does not retain any vendor funds. In addition, I/we have read and agree to abide by all festival regulations stated in this packet or risk removal from Festival site without refund.

**Print Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_, 2024

**JJF-24 VENDOR AGREEMENT – GUIDELINES Packet - Page 4 of 6 / Application - Page 2 of 4**

1. **CONFIRMATION & BOOTH ASSIGNMENT:** Booth space (No tents provided) is limited and vendors are selected on first-come/first-serve basis. **Required:** Weights for your tent. **Acceptance and booth location** are determined by the date application & full payment are postmarked. We will send a payment receipt immediately & a **Load-In Information Packet** approximately 3-days before the Festival.
2. **BOOTH SPACE: White tents are required** Spaces are 10'x10' or 10'x20' (see #23 for larger sizes). For an additional fee, you may be able to rent 5 feet of space external to your booth, allowing you to sell out of 2 sides of your booth. See the 10'x15' column on the Rental Fee chart on page 1 of this application.
3. **FIRST-RIGHT-OF-REFUSAL:** If you work one of our festivals, we will make every attempt (this is not a guarantee), to give you first-right-of-refusal for the next year's festival as long as you pay for your booth by the first-right-of-refusal cut-off date, your spot cannot be taken by another vendor.
4. **SALES / SUBLEASING:** Sales must take place within your booth space. No subleasing of booths allowed. Festival only provides the space; Vendors must provide their own booths, white tents, tables, chairs, etc.
5. **EQUIPMENT RENTAL:** Festival does not rent equipment. For referrals, contact us.
6. **EXCLUSIVITY** – Types of merchandise sold must be included in application and approved by festival. For an exclusive on any product call 832-413-2217 or email [don@ewmediagroup.com](mailto:don@ewmediagroup.com)
7. **PROPANE / Propane cannot be used.**
8. **ELECTRICITY / GENERATORS:** The Festival does not provide electricity. Traditional generators are not allowed unless you have an inverter type of generator such as a Whisper-Quiet or Honda Silent Generator. Sound Boxes may also be allowed. **Pre-approval is required - Contact us.**
9. **FOOD VENDORS:** Vendors may sell **Beverages. Food Vendors must have a Temporary Health Permit** – purchase 1 more than 1 week before festival to avoid late fee - City of Houston Health Dept., 8000 N. Stadium Dr., Houston, 77054; 832-393-5100 or Mon – Fri, 8 AM –3 PM.  
**Application:** <https://www.houstonconsumer.org/documents-forms> - under "Title" type "Temporary" and click on the result. **Propane is not allowed.** You must have a **Fire Extinguisher** (Rated 2-A, 10-B:C or better or Rated K. if you cook in oil) with **current inspection sticker** Fire Marshal will inspect booths.
10. **REQUIRED FOOD VENDOR INSURANCE:** We require that you have a \$1 million per occurrence, \$2 million aggregate liability policy **IMPORTANT: The COI you submit must name Black Heritage Society, EWMedia, the Fifth Ward Multi Service Center as Additional Insured. Contact us for assistance**
11. **WASTE DISPOSAL:** it is responsibility of each vendor to keep the booth and the surrounding area clean. Vendors must provide their own garbage receptacles and garbage bags. Double-bag food waste. Used oil & grey water are vendor responsibilities. Vendors failing to abide by waste guidelines may lose their deposit.
12. **EVENT DAY SETUP:** Vendors will not set up until fees are paid. Bring your receipt as only paid vendors will be allowed into the unloading area. Vendors who have not pre-applied and paid are not guaranteed space. **Vendor Check-in** will begin the morning of Sat, June 15, 2024. You will be assigned to one of 4 load-in times. The **Day-of Information Packet** you receive Thursday morning before the Festival will give you specific instructions and override information contained here. You will be able to drive up to your booth, **Bring a cart / dolly** as you will have to go up a ramp to reach your booth. **Tents:** Tent weights are required but no staking of any kind is allowed. **Vehicles:** allowed on festival grounds for unloading only. Vendors requiring restocking of supplies may re-enter the festival with a dolly.  
**Parking:** Extensive Surface parking is available in lots close to the festival site. For more information, see **Day-Of Info Packet.** **Business Hours:** You must be ready for business by 10:00 AM Sat. **Tear Down** may not begin until 3:00PM. No early load-out.
13. **BEVERAGE SALES:** Vendors may sell beverages.
14. **PROHIBITED:** Vendors may not sell drug paraphernalia, guns & weapons or fireworks.
15. **SALES TAX:** You must comply with city and state sales tax guidelines. The Texas Sales Tax Info Line is: 800-252-5555 Free publication that will answer your questions: Fairs, Festivals, Markets & Shows: [http://comptroller.texas.gov/taxinfo/taxpubs/tx96\\_211.pdf](http://comptroller.texas.gov/taxinfo/taxpubs/tx96_211.pdf)
16. **ONLY ITEMS** listed in your vendor application and approved by the festival may be sold.
17. **SECURITY:** The site is fenced & the Festival has security. Vendors are solely responsible for the security of their cash, coupons, equipment, goods, inventory, supplies or any other property.
18. **FESTIVAL GUIDELINES** will be strictly monitored. If violations occur, two warnings will be issued. Additional violations will result in removal from the Festival site by Police without refund.
19. **SOUND LEVELS:** Vendors may not play their own music at this event.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_, 2024

20. **ACTS OF GOD:** The festival producers, promoters, sponsors, staff/employees, volunteers, etc. are in no way responsible or liable for personal adversity or acts of God.
21. **CANCELLATION:** Vendors who cancel 60 or more days before the Festival will receive a full refund. less credit card fees. Vendors who cancel 59 days or less will pay a \$25 fee plus credit card fees.
22. **RAIN OUT POLICY:** If a date is cancelled due to rain, technical problems or any other act of God beyond the control of the festival the following shall apply: If a rain date for the Festival is scheduled, Vendor may set up and the basic booth fee only will be waived. Other fees will still apply.
23. **OVERSIZE COMMERCIAL** – Booths with an internal volume greater than 10' x 20' shall include a 5 foot external to tent perimeter on the 2 sides adjacent to the front of the booth. **Pricing:** (tent not provided) Tents larger than 1200 sq. ft. require permits, the presence of a Fire Marshal, fire extinguishers & signage. Contact [don@ewmediagroup.com](mailto:don@ewmediagroup.com) for assistance, permits, pricing and sourcing of these tents.
24. **LODGING:** Festival vendors, employees, contractors & attendees seeking discounted rates at local hotels / motels can contact Dee at Deech Global Travel @ 225-747-0057 [deechgtt@gmail.com](mailto:deechgtt@gmail.com).  
**NOTE:** To get these discounts, you must go through the agency; they are not available if you contact the hotel / motel directly. We work with Dee on all of our festivals.

###

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_, 2024