



March 26, 2025,

Greetings,

The Coretta Scott King Center for Cultural and Intellectual Freedom at Antioch College and the Yellow Springs Juneteenth Planning Committee invite you to participate in the **2025 Yellow Springs Celebration of Peace and Unity.**

This festival will both celebrate the Juneteenth holiday and commemorate the 60th anniversary of Dr. Martin Luther King Jr.'s speech at Antioch College's commencement on June 19, 1965. In addition to a wide variety of non-food and food vendors, this festival will feature music, performances, and fun activities for both youth and adults. Participating in this festival is a great way to market your food, crafts, art, goods, and services to the local Yellow Springs and wider-Miami Valley Community. We expect around 250 attendees.

What: Yellow Springs Celebration of Peace and Unity: A Juneteenth Festival and Martin Luther King Jr. Speech 60th Anniversary commemoration.

When: Thursday, June 19, 2025

Event Schedule:

- 1:00-2:00 PM Juneteenth Walk
- 2:00–5:00 PM Community Day Celebration
- 5:30 PM Juneteenth Program and MLK Plaque Dedication
 - Set up starts at 11:30 AM
 - All set up must be complete by 1:45 PM
 - Break down starts at 5:30 PM and must be completed by 9:00pm
- 7:00 PM Juneteenth Party

Where: Antioch College, 1 Morgan Place, Yellow Springs, Ohio 45387

Vendor Information:

Vendors are a central feature of this festival. We will set up 8' tables outdoors around the horseshoe green lawn in the center of Antioch College's campus. Each space will come equipped with a table and two chairs. We also have a limited number of tents that you can rent for your booth. You are also welcome to bring your own tent and decoration for your booth.

- **Fee for vendor space:**
 - \$37.50 (shared space) or \$75 (full space)
- **Fee for a food vendor booth is \$150 dollars:**
 - Non-food truck food vendors can opt for a shared space at \$75
- **Community Service Vendors:**
 - Vendors who are providing free information and/or services to the community can sign up for a booth free of charge.
- **Tent:**
 - \$50 (Only 3 available)
- **Electricity:**
 - \$30 (Only 5 spaces available)

Space is limited! Be sure to reserve your space as soon as possible. All payments should be made out to Antioch College. You should place “Coretta Scott King Center Juneteenth Festival” in the comments section of your check or online payment. All fees should be paid at the time of registration. You will have the ability to keep 100% of your proceeds.

Cancellations: All vendors who cancel by May 1st will receive a full refund. If you cancel by May 15th, you will be refunded 50% of your booth fee. Vendors who cancel after May 15th will not receive a refund.

Reserving Your Space: To reserve your space, please:

1. Fill out the **Vendor Application Form** below, by scanning the QR code, or at this url: <https://forms.gle/rARtDR1tTf9T4xws6>
2. Pay the **vendor booth fee** using the [Juneteenth Vendor Payment Form](#).



Please be sure to read the [Vendor Agreement](#) document, which is attached to this letter.

**** A signed Vendor Agreement must be submitted with your application form.****

For more information about this event and/or to ask questions about signing up for a vendor's booth, please contact Dr. Queen Meccasia Zabriskie at CSKC@antiochcollege.edu or (937) 767 -1286 Est. 0093

Please contact Queen Meccasia Zabriskie to ask about sponsorship opportunities. Thank you for your support of our efforts!

Best Wishes,
2025 Juneteenth Festival Committee
Juneteenth Festival

2025 Vendor Application Form

Contact Name: _____

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Type of Vendor: Food: _____ Non-Food _____

Please describe the products, goods, and/or services you will bring to the festival:

Have you ever been a vendor at another festival? If yes, what was the name and year of the festival?

Are you bringing a tent to the festival? Yes: _____ No: _____

Will you need to rent a tent for the festival? Yes: _____ No: _____

****Please note that we have 3 tents available.****

Will you need to use electricity? (Additional \$50 fee): Yes: _____ No: _____

****Please note that we have 5 spaces with electricity available****

Please select the options that apply to you:

Table/Booth Type:	Fee:	
Non-Food Vendor Full Space	\$75	_____
Non-Food Vendor Shared Space	\$37.50	_____
Food Vendor	\$150	_____
Non-Food Truck Food Vendor Shared Space	\$75	_____
Community Service Vendor	\$0	_____
Electricity	\$30	_____
Tent	\$50	_____

Total Enclosed: _____

Rules and Policies Agreement: [Vendor] understands that Antioch College general rules and policies apply to special events on campus and use of campus facilities and that Antioch College reserves the right to terminate any rental agreement, event or activity for any reason. Non-compliance with the terms and conditions of this agreement will result in forfeiture of fees paid.

Indemnification Clause: [Vendor] agrees that they will indemnify and hold free and harmless Antioch College and all of its facilities from any and all claims or actions for damages or loss to property, including the loss of use thereof, and from any and all claims or actions for personal injury, sickness, or disease, including personal injury.

I agree: (Please Sign)

**** Attests that signor has read the above Rules and Policies Agreement, Indemnification Clause, and the additional attached [Vendor Agreement](#), and agrees to the terms contained herein.**

Print Name: _____

Date: _____



Antioch College Vendor Agreement

One Morgan Place
Yellow Springs, OH 45387

This Agreement is made by and between Vendor and Antioch College Corporation and sets forth the terms and conditions for the 2025 Yellow Springs Celebration of Peace and Unity: A Juneteenth Festival.

1. LOCATION/PARKING

- a. The Celebration will be hosted on the horseshoe green at Antioch College.
- b. Vendors should plan to park in the parking lot behind the Olive Kettering Library and Wellness Center.
- c. Vendors may load and unload in the horseshoe during set up and tear down times.
- d. Address: Antioch College, One Morgan Place Yellow Springs, Ohio 45387.

2. HOURS OF OPERATION

- a. 11:30 AM: Vendors may arrive for set up.
- b. 1:45 PM: Vendors must be parked and prepared for the market to open.
- c. **2:00 – 5:00 PM: Community Day Vending Hours**
- d. 5:30 PM: Vendors may begin tear down but all vendors are welcome to stay through entire Juneteenth celebration.
- e. 9:00 PM: Vendors must complete the breakdown of their space by this time.

3. APPLICATION/RESERVATIONS

- a. Vendors must complete the online application:
<https://forms.gle/fn4FzmZQ7ixDatPY8>
- b. Vendor Subleasing of spaces is not permitted. Sellers may not transfer or sell any part of their booth or turn a reservation over to another seller. All Sellers must reserve their own space.

4. FEES

- a. **Fee for vendor space:** \$37.50 (half space) or \$75 (full space)
- b. **Tent:** \$50 (Only 3 available)
- c. **Electricity:** \$30 (Only 5 spaces available)
- d. **The fee for a food vendor booth is \$150 dollars.**
 - i. Non-food truck vendors can opt for a half space at \$75
- e. Organizations providing free information or service to the community may register for a **Community Service Vendor booth** free of charge.
- f. The Vendor Fee is due prior to set up.
- g. The Vendor Fee includes an 8x8' space, with an 8 in. rectangular table and two chairs.
 - i. Vendors are responsible for furnishing and decorating their space, including signs with their business name

- h. If payment is returned for any reason, Vendor will be liable for bank fees as permitted by law.

5. MARKET DAY PROCEDURES

- a. Spaces are assigned by Antioch College staff.
- b. Vehicles must be unloaded and removed from the market area prior to set-up. All vehicles must be removed from the market area by 1:45 PM. Vendors must be set up by 1:45 PM.
- c. Vendors are expected to manage their booth and remain open thru 5PM.
- d. Antioch College reserves the right to require a vendor to change their setup/display for any reason, particularly if it is deemed to present a safety risk or be considered offensive.

6. VENDOR RESPONSIBILITIES

- a. Vendor is responsible for the terms and conditions outlined in this agreement. Vendor understands that Antioch College rules and policies apply to special events on campus and use of campus facilities and that Antioch College reserves the right to terminate any agreement, event or activity for any reason. Non-compliance with the terms and conditions of this agreement will result in forfeiture of fees paid.
- b. Vendor will comply with all laws and all rules, ordinances or requirements imposed by any municipality or government authority.
- c. Vendors are responsible for all required permits, licenses, and insurance necessary to conduct their business.
- d. Vendor will keep facilities and premises, including equipment and personal property within, in the condition it was found, and understands that the Vendor may be held responsible for damages or modification.

7. VENDOR SALES

- a. Vendors are fully responsible for managing their own sales and transactions.
- b. Vendors are responsible for furnishing their own display cases, tables, chairs, tent, tent weights, paper or plastic bags for merchandise, and methods of accepting payment/making change.
- c. Antioch College does not allow the selling, display or giveaway: any type of drugs, drug paraphernalia, tobacco; firearms, working or not, ammunition or explosive devices, weapons of any kind; stolen property/merchandise or video, cassettes, CDs, or DVDs which are pirated, dubbed, or in any violation of copyright law; pornographic graphic/printed materials; or items that by sale, possession, or use are in violation of City, County, State or Federal laws.

8. CANCELLATION POLICY

- a. The Market will be held rain or shine. The Vendor Fee will not be reimbursed due to inclement weather.
- b. Should Antioch College cancel the Market for any reason, Vendors will be fully reimbursed a Vendor Fee already paid.
- c. Vendors who cancel by May 1st will receive a full (100%) refund.
- d. Vendors who cancel by May 15th will receive a partial (50%) refund.
- e. Vendors who cancel after May 15th will not receive a refund.

9. MEDIA RELEASE

- a. Vendor releases all rights or claims in connection with the photo(s)/videotape in which they appear, for use by Antioch College and all sponsors. Vendor understands that the photo(s)/videotape, if used, will be for the promotional purposes. Vendor waives any right to inspect or approve the finished photos and/or advertising copy. All photographs, negatives and videotapes shall constitute the sole property of Antioch College. Vendor declares that they are of legal age and have every right to have contracted their own name in the above regard.

10. INSURANCE COVERAGE

- a. Vendor must carry Liability Insurance or other equivalent insurance with minimum limits of liability of \$1M each occurrence for bodily injuries and property damage, naming Antioch College as a certificate holder and additional insured.
- b. Vendors who sell food (including fruits and vegetables) or body care products must carry at least \$1 million in Product Liability Insurance, in addition to general liability insurance.

11. INDEMNIFICATION

- a. Vendor shall indemnify and hold harmless Antioch College, its officers, its directors, affiliates, employees, contractors and agents from and against any and all costs, expenses, damages, losses, claims, demands and liabilities of any kind, including reasonable attorney fees (collectively Damages) arising from or in connection with any claims or actions for Damages or loss to property, including the loss of use thereof, and from any and all claims or actions for personal injury, unless such Damages resulted solely from the willful or grossly negligent misconduct of Antioch College.
- b. Vendor assumes complete responsibility and liability for any and all claims, losses, damages, expenses, penalties, and judgments relating to or arising from the event.
- c. Antioch College is not responsible for any damage or theft of property. Please make sure your vendor space is properly staffed at all times.

12. EMERGENCY PROCEDURES

- a. In the event of a severe emergency, call 911. In the event of an accident or injury, notify Antioch College staff and Public Safety at 937-776-0660.

13. SIGNATURES

- a. I, the Vendor, have read, understand and agree to adhere to this agreement and understand that any violation of this agreement may result in termination the agreement, forfeiture of fees paid, and additional fees, as outlined in this agreement.

I agree: (Please Sign) _____

Print Name: _____

Date: _____