



## Juneteenth Vendor Application

**Gary Common Council & Black Labor Week Project – Gary**

**Juneteenth Celebration — Roosevelt Pavilion**

**Roosevelt Parking Lot**

**Gary, Indiana | 11:00 AM – 5:00 PM**

Thank you for your interest in participating as a vendor for the city of Gary's Juneteenth Celebration. This event is free to residents and designed to highlight culture, community, and local businesses.

All vendors must comply with **City of Gary health regulations, business licensing requirements, and event rules** outlined below.

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### Vendor Information

**Business/Organization Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Type of Vendor (check one):**

- Food Truck / Food Vendor \$100
- Retail / Merchandise \$50
- Non-Profit / Information Booth (limited space)

**Description of Items/Services Provided:**

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### Required Documentation (must be submitted with application)

**For All Vendors**

- Copy of City of Gary Business License
- Certificate of Insurance (if applicable)

- Signed Vendor Agreement (below)
- Health Cards (all persons handling food)
- Signed Vendor Agreement (below)

### **Additional for Food Vendors**

- Valid **ServSafe Certification**
- Lake County Health Department Permit
- Food Handling/Preparation Plan

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## **Space & Setup Requirements**

- Each vendor will be allocated a **10 ft x 10 ft** space.
- Vendors are responsible for **their own tents, tables, chairs, extension cords, and setup materials.**
- Electricity is **not provided.**
- Setup begins 8:30am (day of event)
- Vendors must be fully set up by **10:30 AM.**
- Vehicles must be removed from vending area by **10:45 AM** and parked in designated area.

## **Cleanliness & Trash Removal**

- Vendors are responsible for maintaining a clean space throughout the event.
- Vendors must provide their own trash receptacles.
- **All trash and debris must be removed by the vendor at the conclusion of the event.**

## **Food Vendor Requirements**

All food vendors must:

- Have a **ServSafe certified staff member present** at all times.
- Comply with all local and county health regulations.
- Operate in a sanitary and safe manner.

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## **Vendor Agreement**

By signing below, you agree to:

- Follow all City of Gary health, safety, and business regulations.
- Set up and break down your booth within the designated times.
- Remove all trash and materials at the end of the event. (Large cans provided in designated areas)
- Operate only within your assigned 10x10 space.
- Assume responsibility for your property and operations during the event.
- Only sell items approved on application.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Submission Information**

Completed applications and documents should be delivered to:

**Gary City Hall**

**Gary Common Council \* 401 Broadway Suite 209 \* Gary, IN 46403**

**Money Orders/Cashier Checks paid to: Black Labor Week Project Gary**

**You can also email complete vendor applications to:**

**Gary Common Council at: [cogcommoncouncil@gary.gov](mailto:cogcommoncouncil@gary.gov) or**

**Black Labor Week-Gary at: [info.blwpgary@gmail.com](mailto:info.blwpgary@gmail.com)**

Applications are reviewed on a first-come, first-served basis. Approval confirmation will be sent via email.

We look forward to your participation in celebrating Juneteenth with the City of Gary community.