

## **Salem United Vendors, Rules and Regulations**

Salem United is currently accepting applications for the 2022 Negro Election Black Celebration. The Event will be held at Salem Willows Park in Salem MA on the following date and time:

***Saturday, July 16 10:00 a.m. to 5:30 p.m.***

Negro Election Black Celebration vendors have the opportunity to reach between 2,500 to 5000 attendees to make it an event everyone will be flocking to. If you haven't experienced the product awareness and selling power of Negro Election Black Celebration, we encourage you to do so this year.

Our booths are being distributed on a first come first serve basis.

To ensure the opportunity for a booth space at the 2022 Negro Election Black Celebration please submit your application as soon as possible to avoid delays. No additional documents are needed at this time.

Booth space will not be guaranteed until your signed contract has been received.

Please feel free to contact Salem United Committee at [salemunitedinc@gmail.com](mailto:salemunitedinc@gmail.com) if you have any questions. We hope you decide to be a part of the longest running historical event in the North Shore .

Sincerely,

Salem United Vendor Committee

# Vendor Selection Procedure

Applications must be completely and accurately filled out to be considered.

- Completeness and thoroughness of the application
- What is to ultimately determine to be in the best interest of the event?

If your application is approved, you will need to send:

- Signed Contract
- IRS 501 (c) (3), if non-profit
- Tax Identification Number
- Payment is due in full by **April 1, 2020**

Full payment must be received. If the contract and payment are not received by the deadline, the vendor will not be considered. If you foresee any delay, please contact Vendor Committee immediately.

Park ground layout is subject to change but not in 2022. Returning vendors may request a specific location in the application but not during set up. Every consideration will be given to booth location requests, but **desired placement is not guaranteed**. Booth assignments are made by the Committee Chair are final.

Send applications to:

Salem United  
Vendor Coordinator  
62 Frederick Street, Unit 33  
Dracut, MA 01826

Email: [salemunitedinc@gmail.com](mailto:salemunitedinc@gmail.com)

## **Important Information**

- Please review all rules and procedures.

### **Event Dates & Hours**

Saturday, July 16 8:00 am – 8:00 pm

Fair Set-up and Break Down Dates & Hours 10:00 am – 5:30 pm

- Booths must be arranged as not to obstruct view of other booths or create hazards. Vendor Committee staff have final approval.
- **Vendors must stay within contracted booth space.** Tacking, posting or placing advertisements outside of the contracted space will no longer be permitted. Vendors shall keep their equipment, displays, product, and information within the confines of their contracted booth space. Exhibitors are expected to keep their designated spaces clean and neat at all times.
- Vendors **MUST** provide their own tables, chairs, pop tents, booths, safe anchor weights, etc. We do not allow hawkers promoting booths
- Vendors are required to remove all product, equipment, containers, trash, etc. from around and within contracted space. Please do not leave anything from your booth on the Park grounds after the event.
- Vendors are required to have a minimum of 10' x 10' booth space.
- Only approved items listed on the contract may be displayed and/or sold.
- Parking when available is free

\*Note: The Festival will go on rain or shine. We encourage vendors to plan for sun, wind, or rain protection.

- Site Information

The vending area will begin on grassy area across from the back of the Crab Shack along the grassy area at the water. Best sites are given on a first come, first serve basis or early arrival. Image included with packet



### **Vendor Badges**

**All Vendors** will receive vendor badge. Will be distributed the day of the event.



## VENDOR APPLICATION

### Vendor Application

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

Describe your set-up/display:

# tables: \_\_\_\_\_ # racks: \_\_\_\_\_ # tents/canopies: \_\_\_\_\_ other: \_\_\_\_\_

Category (check all that apply):

- ☐ Corporate Non Profit (No Fee – Donation Request)
- ☐ Local Non Profit (501c3 – No Fee)
- ☐ Businesses (Merchant Pricing)
- ☐ Other (adjusted fees)

Summarize what you sell in a few words:

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Where are your goods made? If imported, list countries:

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List all items you will sell, along with a price range, on the lines below, or on a separate sheet of paper.

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Description Price Description Price

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Have you participated in the Negro Election Day before?

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If yes, for how many years?

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I have read, understand, and agree to comply with all rules and requirements stated in this application and in the Negro Election Day, Vending Area Information and Regulations, including the Cancellations and Refunds section and its severe weather provisions. I understand that materials provided with the application will not be returned to me.

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

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

Mail Completed Application to:

Salem United, Inc.  
Vendor Coordinator  
62 Frederick Street, Unit 33  
Dracut, MA 01826

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

Approved By Signature: \_\_\_\_\_  
*\*Note: After approved please send signed copy to Vendor*