

VENDOR GUIDELINES

Want a chance to sell goods or services, or to share your organization's important work? Sign-up today to be a Monroe Equity Community Vendor! We're looking forward to you being a part of these fun-filled family friendly events featuring diversity, crafts, jewelry and clothing, informational organizations, samples, and giveaways.



VENDOR INFORMATION

- Booth set-up begins at 9am, and needs to be complete by 11:30 a.m.
- Vendor booth space cost is \$50.00 with the following exceptions:
 - Pride: no cost for LGBTQIA owned businesses
 - Juneteenth: no cost for Black owned businesses
 - Belonging: no cost for businesses owned by historically marginalized community members
 - Food Trucks / Mobile Restaurants: no cost
- Cost includes an allotted space of 10'x10'
- Vendors are expected to provide their own shelter, canopies, tables, and chairs.
- All canopies must be secured with weights. You are not permitted to anchor canopies with spikes.
- Specific booth placement is not guaranteed.
- This is a family friendly event. Behavior and exhibits that are obscene, sexually explicit, or indecent are not permitted.
- Vendors are responsible for set-up and take-down, including cleaning of all trash and debris in your assigned area.
- Information or merchandise presented must contribute to the overall well-being of the community and must align with the Mission and Vision of the Monroe Equity Community.

In order to support the efforts food truck owners make to be at our summer events and have a successful sales day, we do not allow food or beverages to be sold outside of the food court area. We do permit prepackaged food like baked goods, chocolates, or candy to be sold in the vendor area.

OUR ASK OF YOU

- Please decorate your space to reflect the event celebration. Creative and festive booths add to the overall joy and enthusiasm for the event. Have fun and be creative!
- Juneteenth: we ask our non-Black vendors to incorporate an interactive element such as a giveaway, game, or other hands-on activity at your booth.

2025 MONROE EQUITY COMMUNITY VENDOR APPLICATION

VENDOR INFORMATION

Name	Phone Number	
Business Name	Email Address	
Address		
City	State	Zip

EVENT *(mark each event you will be attending as a vendor)*

Pride – June 8, 2025	Juneteenth – June 14, 2025	Belonging – September 6, 2025

VENDOR TYPE

Category:

- Food Truck / Mobile Restaurant Arts & Crafts Small Business
- Social Services, Faith Community, Community Services, other Non-Profit

Describe what you will be selling or offering at your booth:

I certify that the above information adequately represents the information and/or business I wish to present at the event(s) and understand that acceptance into the event(s) is not guaranteed and will be determined based on the information represented above. Vendor agrees that any product, information, or decoration that is deemed to be racist, homo/transphobic, ableist, antisemitic, or in any way discriminatory or prejudiced towards any individual or group of people will result in a termination of contract and removal of the booth, without refund. By submitting this application I agree to use and respect others' identified pronouns throughout the event. Vendor agrees to accept full responsibility for the quality of any and all goods sold by the vendor and the vendor's organization at any of the Monroe Equity Community events.

I (we) and our heirs, executors, and administration further agree to waive and release any and all rights and claims or damages we may accrue against the Monroe Equity Community, the City of Monroe, and their representatives, successors and assignors for any and all injuries suffered by us or any of us at any of the above forementioned events.

Vendor booth space cost is \$50.00 (non-refundable) with the following exceptions:

- Pride: no cost for LGBTQIA owned businesses
- Juneteenth: no cost for Black owned businesses
- Belonging: no cost for businesses owned by historically marginalized community members
- Food Trucks / Mobile Restaurants: no cost

- I/we meet the above criteria for a free booth space.
- I/we will send payment within three (3) business days. See next page for payment information.

Signature: _____ Date: _____

Submission Deadlines: Pride 5/30 | Juneteenth 5/30 | Belonging 8/29

Email to: vendor@monroeequitycommunity.org



VENDOR PAYMENT INSTRUCTIONS

A non-refundable payment of \$50.00 is required within three (3) business days of application approval.

There is no cost to vendors meeting the following criteria:

- Pride: LGBTQIA owned businesses
- Juneteenth: Black owned businesses
- Belonging: businesses owned by historically marginalized community members
- Food Trucks / Mobile Restaurants: no cost



Scan the QR code above or visit <https://bit.ly/MECvendors> and follow the steps below.

- Select a one-time donation of \$50.00
- Choose to pay with PayPal, or with a credit card
- On the following screen, please note the name of your business that matches your application, and what event(s) you are paying for
- Complete the payment information, and click "Donate Now"

Checks can be mailed to:

144 Woods Street
Monroe, WA 98272

Step 1:



Donate to
Monroe Equity Community

The Monroe Equity Community envisions a diverse and inclusive Monroe where everyone is honored, safe, and represented.

 **One-Time** Weekly Monthly

 **\$ 50**
USD \$ 100
USD Other

Add \$1.99 USD to help cover the fees.

 **Donate with PayPal**

Donate with Debit or Credit Card

Step 2:



Donate to
Monroe Equity Community

\$50
USD



Write a note (Optional)
** NAME OF BUSINESS ON APPLICATION
** EVENT(S)

48/250