

# VENDOR GUIDELINES



Want a chance to sell goods or services; or to share your organization's important work? Sign-up today to be a Multicultural Monroe vendor! We're looking forward to you being part of this fun-filled family friendly event celebrating the rich cultural diversity in the Monroe community and region with food, education, art, music, dance, and crafts.

## VENDOR INFORMATION

- ☒ Event hours are 12-6 pm. Booth set-up begins at 9am, and needs to be complete by 11:30 a.m.
- ☒ Cost: free; 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.
- ☒ Booths may not be shared (one organization per booth).
- ☒ 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 equity statement listed on the Vendor Guidelines.

## MULTICULTURAL MONROE 2022

### VENDOR INFORMATION

Name	Phone Number	
Company	Email Address	
Address		
City	State	Zip

### NON-PROFIT & BUSINESS VENDORS

*Check one:*

- Non-Profit or Community Service Group  
 For-Profit or Private Business

### VENDOR TYPE

*Category:*

- Food  
 Arts & Crafts  
 Small Business  
 Social Services, Faith Community, Community Services, other Non-Profit  
 Details/description of your products or services:

Vendor agrees to accept full responsibility for the quality of any and all goods sold by the vendor and the vendor's organization at the 2022 Multicultural Monroe event.

I certify that the above information adequately represents the information and/or business I wish to present at the 2022 Monroe Multicultural event and understand that acceptance into the event is not guaranteed and will be determined based on the information represented above. Vendor agrees that any product, information, or decoration that is racist, anti-LGBTQIA2S+, or otherwise devalues the identity or worth of a human being or culture is not allowable and will result in a termination of contract and removal of the booth, without refund.

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 Council, the City of Monroe, and their representatives, successors and assignors for any and all injuries suffered by us or any of us at the 2022 Multicultural Monroe event.

There is no fee for vendor space. Donations are encouraged via Venmo @monroequitycouncil

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

**Application Submission Deadline is September 5, 2022**

Email to: [vendor@monroequitycouncil.org](mailto:vendor@monroequitycouncil.org)