

# The Hamilton Hill Arts Center Proudly Invites Your Participation in the 18th Annual Celebration of



**JUNE 15 & 16, 2018 • CENTRAL PARK & VALE CEMETERY, SCHENECTADY**

FRIDAY EVENING: HONORING OUR ANCESTORS AT VALE CEMETERY'S HISTORIC ANCESTRAL BURIAL GROUND

SATURDAY ALL DAY: FOOD • VENDORS • HEALTH FAIR • YOUTH & ADULT TALENT NON-PROFIT EXPO • KIDS' ACTIVITIES • DOUBLE DUTCH...AND MORE!

*Juneteenth is the oldest known celebration commemorating the end of slavery in the United States.*

The Hamilton Hill Arts Center is proud to bring our annual Juneteenth celebration to the Capital Region. Get Involved! Be a sponsor, honorary committee member, vendor, advertiser, volunteer, or donate a raffle item. Please see the attached information for details. Contact Jessica Hunter, Board Secretary, at 518.346.1262 or Betty Harper, Juneteenth Co-Chair, at 518.312.6129 for more information.

The Hamilton Hill Arts Center was founded in 1968 as a safe and creative alternative for at-risk youth during the after school hours. Now celebrating its 50th Anniversary, the Hamilton Hill Arts Center serves adults and youth through a variety of programs and events, enriching the life of the community and throughout the Capital Region. Support The Center, our community and our nation's greatest treasure—freedom—by celebrating Juneteenth! We look forward to hearing from you!

Sincerely,

Miki Conn & Betty Harper, Juneteenth 2018 Co-Chairs

 The African-American Cultural Arts Center of the Capital Region  
**Hamilton Hill Arts Center**

409 Schenectady Street, Schenectady, NY 12307 518.346.1262 Fax: 518.346.2625

# VENDOR/SPONSOR REGISTRATION FORM

## THE HAMILTON HILL ARTS CENTER'S 18th Annual Celebration of



**June 15 & 16, 2018 • Central Park, Schenectady**

### SPONSORS:

- Presenting Sponsor – \$5,000:** includes “Juneteenth 2018, Presented by (business name here)” recognition on stage banner, park banners, posters, flyers, mailings, press releases, media advisories; full-page journal ad; booth space
- Opening Act Sponsor – \$1,000:** includes logo placement on main stage banner, park banners, posters, flyers, mailings, press releases, media advisories; full-page journal ad; booth space
- Principal Sponsor – \$500:** includes logo placement on on main stage banner, posters, flyers and mailings; half page journal ad; booth space
- Contributing Sponsor – \$250:** includes logo placement on all posters, half page journal ad; booth space
- Honorary Committee Member – \$100:** includes name listing in the journal.
- Raffle Prize Donor:** includes highlighted listing in the journal.

### JOURNAL ADVERTISING RATES (Please Check One):

- Full page (5”x8”) **\$300**       Half page (5”x3.875”) **\$150**       Quarter page (2.375”x3.875”) **\$75**
- Business card (3.5”x2”) **\$50**       Patron (name only) **\$25**

**Please submit your b/w camera ready ad via e-mail to [danielletremblay@pricechopper.com](mailto:danielletremblay@pricechopper.com) by May 7.**

### VENDORS (Please Check One):

- Non-Profit Expo: **\$18**       For-Profit/State Agency/Food Vendor: **\$150**
- Non-Profit Food Vendor (Churches, Non-profits selling food); small businesses: **\$75**

### YOUR INFORMATION:

Contact Person: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Tax ID no: \_\_\_\_\_

Vending Item(s) Description: \_\_\_\_\_

Sponsorship     Journal Advertising     Vendor Space    Total Fee Enclosed: \_\_\_\_\_

**Please return this form, along with payment, to 409 Schenectady St., Schenectady, NY 12307 by April 27, 2018. Make checks payable to the Hamilton Hill Arts Center. Major credit cards are accepted – please call 518.346.1262 for more information.**

Please see reverse for vendor guidelines and more information.

# JUNETEENTH CELEBRATION VENDOR GUIDELINES

- Vendors are allowed to enter and set up Saturday at 9:00am. All vehicles are required to park in designated areas after unloading. No vehicles are allowed to enter or park in the vending area after 12:00pm.
- Vendors are expected, rain or shine! Please prepare properly, and provide sun cover. There are no refunds!
- Vendors must provide table and chairs, maintain an attractive space during event hours, and clean up their space after the event closes, including sweeping debris and removing garbage from their space to designated areas. Any Vendor leaving garbage, and/or not maintaining their rented space will not be welcomed to return.
- Food Vendors (including sampling) must obtain and display a Schenectady County Health Dept. permit, at their own expense.
- Permits must be presented to the Vendor Chair upon entrance to the event. Vendors not in compliance with the Schenectady County Health Dept. and the Vendor Guidelines will be asked to leave. **NO EXCEPTIONS!**
- Only Vendors and the items listed on their Registration Forms will be considered in compliance with Vendor Guidelines, all others will be asked to leave by the Vendor Chairperson or appropriate Staff Member.
- Vendor fee entitles you to a 12'x10' space. Anything exceeding this will incur an additional Vendor fee.

By signing below, you agree to and accept the guidelines, rules and regulations of the Juneteenth Committee, Schenectady County Health Department, and the City of Schenectady.

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

If you are registering as a non-profit, religious institution, charity or small business, please check the appropriate box below and include the document with this form:

- IRS letter of tax-exempt status - 501(c)(3) classification
- Charter issued by the Board of Regents under Section 216 Education Law
- Letter on official letterhead, signed by the appropriate county, city, town or village executive or departmental official, verifying the organization's status as an official agency thereof

**For more information, please contact: Terry Taylor at (518) 986-0298, [taylor@schenectady.k12.ny.us](mailto:taylor@schenectady.k12.ny.us), or Haresh Bhatia at (518) 878-8384.**



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