



Jubilee Joy Fest & 5K Booth Guidelines

For Outside Organizations / Vendors

EVENT DETAILS

Date: Saturday, October 17, 2026

Time: 8:00 AM – 12:00 PM

Set-up by: 7:30 AM

Approximate guests: 400

Participation Fee: \$25 (waivers considered)

Proceeds from your booth benefit your own organization. Application deadline: October 1, 2026.

1. ELIGIBILITY & APPROVAL

- Outside organizations, nonprofits, and local vendors may apply to participate with a booth.
- All applications are subject to review and approval by the Jubilee Academic Foundation.
- Space is limited and will be assigned on a first-come, first-served basis after approval.
- The Foundation reserves the right to decline applications that do not align with the family-friendly nature of the event.

2. PARTICIPATION FEE

- Standard participation fee is \$25. Fee may be waived in certain cases upon request and approval.
- To request a waiver, complete the Fee Waiver section on the application form and provide a brief explanation.
- Approved applicants will receive confirmation and payment instructions (if applicable).
- Your organization keeps all proceeds from sales or activities at your booth.

3. BOOTH RESPONSIBILITIES

- Your organization is fully responsible for all supplies, equipment, tables, chairs, and personnel needed.
- You must provide your own canopy/tent and signage (highly recommended).
- Booths must be staffed and operational during event hours (8:00 AM – 12:00 PM).
- A representative must remain at the booth at all times while it is open.

4. ALLOWED ACTIVITIES & SALES

- Booths may offer food, retail/merchandise, or interactive activities suitable for a family audience.
- All items and activities must be appropriate for children and families of all ages.
- Food vendors are solely responsible for obtaining any required health permits and complying with all applicable food safety and health regulations. Proof of permits may be requested.
- Prohibited: weapons, alcohol, tobacco, vaping products, adult-only items, or anything unsafe or offensive.

5. SETUP, OPERATION & CLEAN-UP

- Set-up must be completed by 7:30 AM. Vehicles must be moved from the booth area before the event opens.
- Booths must remain open and staffed until 12:00 PM unless otherwise approved.
- You are responsible for completely cleaning your area and removing all trash and materials at the end of the event.
- Early teardown is not permitted without prior approval.

6. CONDUCT, SAFETY & LIABILITY

- All participants must conduct themselves in a professional, courteous, and family-friendly manner.
- Noise, music, or demonstrations must not interfere with neighboring booths or event activities.
- The Jubilee Academic Foundation, Jubilee Academies, and event organizers are not responsible for any loss, damage, theft, injury, or liability arising from your booth activities or participation in the event.
- Participants assume all risk. Organizations are encouraged to carry their own liability insurance.
- The Foundation may request a certificate of insurance for certain activities.

7. HOW TO APPLY

- Complete the Outside Organization Booth Application form in full (include fee waiver request if applicable).
- Email the completed application to: debbie.rodriquez@jubileeacademiesfoundation.org
- Application deadline: October 1, 2026.
- Questions? Contact Debbie Rodriguez, Jubilee Academic Foundation Chair – 210-240-4591.

Jubilee Academic Foundation

By submitting an application, your organization agrees to abide by these guidelines.
Thank you for supporting the Jubilee Joy Fest & 5K and our students!