

VALLEJO JUNETEENTH

Saturday, June 17, 2017 | 11 a.m. - 4 p.m. | City Park, 425 Alabama Street

APPLICATION

Name of Business or Organization (Print Clearly) _____

Description of product/service/program: _____

Business Address: _____ City/Zip Code _____

Contact Person (PLEASE PRINT CLEARLY) _____

Phone: _____ Alternate Phone: _____

Email (Required): _____ Nonprofit TIN# (Required) _____

PLEASE CHECK APPROPRIATE BOXES AND SIGN BELOW Fees payable by personal or business check, Cashier's check, or money order. \$50 charge for checks returned non-sufficient funds. Make payable to AAFRC and mail to AAFRC, P.O. Box 5196, Vallejo, CA 94591. Application and all fees must be submitted together and paid by Thursday, May 4, 2017. No refunds will be issued under any circumstances.			
VENDOR/EXHIBITOR CATEGORY	VENDOR/EXHIBITOR SPACE FEE	INSURANCE Required for all vendors & exhibitors	TOTAL FEES Include full payment with application
<input type="checkbox"/> Merchandise or other Sales Vendor	<input type="checkbox"/> \$120 <i>Provide copy of current City of Vallejo business license</i>	<input type="checkbox"/> \$65 Or provide copy of Certificate of Insurance	Amount enclosed \$ _____
<input type="checkbox"/> Food Vendor NO BEVERAGE OR WATER SALES ALLOWED <i>Obtain Food Vendor Permit directly from Solano County and provide copy</i>	<input type="checkbox"/> \$220 <i>Provide copy of current City of Vallejo business license</i>	<input type="checkbox"/> \$65 Or provide copy of Certificate of Insurance	Amount enclosed \$ _____
<input type="checkbox"/> Individual/Group No Sales Transactions	<input type="checkbox"/> \$90	<input type="checkbox"/> \$65 Or provide copy of Certificate of Insurance	Amount enclosed \$ _____
<input type="checkbox"/> Nonprofit Exhibitor (Private, Public, State, County, City) No sales transactions	<input type="checkbox"/> \$90	Certificate of Insurance required <i>(See page 2)</i>	Amount enclosed \$ _____
<input type="checkbox"/> For Profit Exhibitor No medical services No sales transactions	<input type="checkbox"/> \$90	<input type="checkbox"/> \$65 Certificate of Insurance required <i>(See page 2)</i>	Amount enclosed \$ _____
<input type="checkbox"/> Health or Education Exhibitor	No Fee	Certificate of Insurance required <i>(See page 2)</i>	No Fee

I agree to indemnify and hold harmless the African American Family Reunion Committee (AAFRC/Solano County African Family Reunion Celebration Committee), its event staff/committee members, volunteers and contracted service providers, and the City of Vallejo, its officers, directors, employees and/or agents, and the Greater Vallejo Recreation District from any and all claims, causes of action, suits, damages, injury and losses to person or goods arising out of or in any way connected to the renting or assignment of space and/or acceptance thereof in the Juneteenth Celebration event. I agree to indemnify and hold harmless AAFRC, the City of Vallejo, and the Greater Vallejo Recreation District from any claims arising from the acts of negligence of my representatives, agents or employees. I agree that photographs, slides, video and/or audio recordings of me, my employees or agents, vendor space and its contents may be used by AAFRC for promotional purposes. I have read and agree to abide by the rules and instructions agreement and instructions for participating in this event and the above statement. I understand that completing, signing and submitting this application constitutes a contract agreement. I warrant that I have the authority to bind this business to this agreement.

Applicant/Representative Signature _____ Print Name _____ Date _____

AAFRC | P.O. Box 5196 | Vallejo, CA 94591 CONTACT: (707) 322-5748 | aafrc@vallejojuneteenth.com | www.vallejojuneteenth.com

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Keep This Page for Your Records

INSURANCE REQUIREMENTS AND VENDOR/EXHIBITOR INSTRUCTIONS

All Juneteenth participants must be insured. Nonprofit exhibitors*, For Profit exhibitors*, and Health*, Medical* or Education exhibitors must provide proof of current, valid general liability insurance in the amount of at least \$1,000,000 (one million dollars) per occurrence and \$2 million (two million dollars) general aggregate.

All other vendors or exhibitors (merchandise/food/information) may purchase insurance coverage through AAFRC for a fee of \$65.

***Exhibitors performing professional services, e.g., hair cutting or braiding, etc., cosmetology, dentistry, massage, nails, medical procedures, etc., must provide their own insurance in the amount of at least \$1,000,000 (one million dollars) per occurrence and \$2 million (two million dollars) general aggregate.**

PROOF OF INSURANCE MUST BE SUBMITTED WITH THE JUNETEENTH APPLICATION. FAILURE TO DO SO WILL RESULT IN ELIGIBILITY TO PARTICIPATE UNTIL AND UNLESS PROOF IS RECEIVED.

To participate, please provide the following information to your insurance agent or risk manager.

1. Submit proof of insurance **AND a complete copy of additional endorsement page naming additional insureds as follows.**
2. The City of Vallejo, their officers, directors, employees and/or agents; AND Greater Vallejo Recreation District; AND African American Family Reunion Committee are named as additional insured with respect to the Juneteenth event, June 17, 2017, City Park, 425 Alabama Street, Vallejo, CA 94590. **Specify Certificate Holder** as African American Family Reunion Committee, P.O. Box 5196, Vallejo, CA 94591.

VENDOR AND EXHIBITOR RULES AND INSTRUCTIONS AGREEMENT

All vendors and exhibitors must provide their own pop-up canopy, tables and chairs. Vendor and exhibitor spaces are available for set-up at 8 a.m. Additional responsibilities include decorations, set-up, dismantling and clean-up of the assigned 10' x 10' space. The Juneteenth Committee does not assist with set-up or dismantling of exhibits.

Upon arrival, all vendors and exhibitors must report to the Information table to check in and receive their space assignment. The Juneteenth Committee will assign spaces based primarily on the vendor or exhibitor category.

Vendors or exhibitors that have not completed an application or paid for a space will not be allowed to participate in the event. Unauthorized vendors or exhibitors will be instructed to close down immediately.

Soliciting by anyone who has not paid for a vendor or exhibitor space is not permitted in the venue. Report solicitors to any Juneteenth staff or any security officer.

No vendor or exhibitor may share their space with another vendor or exhibitor without prior approval from the Juneteenth Committee.

No vendor or exhibitor may sell or distribute beverages (soda, smoothies, lemon shake ups, etc., or water) from their space. Alcoholic beverages are not permitted to be sold or consumed in the park.

The event officially starts at 11 a.m. All vendors and exhibitors are required to be completely set up and ready to greet visitors by 10:30 a.m. The entertainment program begins at noon to allow time for visitors to browse among the vendors and exhibitors.

Potable water is available on-site. Electricity is not provided. Vendors and exhibitors that require electricity must bring their own properly grounded, quiet generator which must be placed a safe distance from other vendors and visitors. Use of heat of any type must be accompanied by a fire extinguisher.

The Juneteenth Committee is not responsible for missing, stolen or damaged items. Vendors and exhibitors should affix identification labels to all display items, such as hangers, stands, racks, etc.

The Juneteenth event ends at 4 p.m. Everyone must be completely packed up and off the park lawn and sidewalks by 5 p.m.