

VALLEJO JUNETEENTH APPLICATION
 Saturday, June 15, 2019 | 11 a.m. - 4 p.m. | Martin Luther King, Jr. Park
 (behind JFK Library Downtown) Santa Clara & Georgia Streets, Vallejo CA 94590

AAFRC | P. O. Box 5196 | Vallejo, CA 94591 | aafrc@vallejojunteenth.com | www.vallejojunteenth.com

TO BE A JUNETEENTH PARTICIPANT:

1. Complete and return this application with fees to: AAFRC, P. O. Box 5196, Vallejo, CA 94591
2. Provide insurance coverage either online through our Juneteenth website at www.vallejojunteenth.com OR include a copy of your Certificate of Insurance (see page 2 of this application for required insurance levels and additional insureds).
3. Submit 1 and 2 no later than **March 30, 2019** - **No refunds will be issued under any circumstances.**

THERE ARE TWO WAYS TO SUBMIT JUNETEENTH APPLICATIONS:

- **US MAIL** – print, complete and mail this application along with a personal or business check, Cashier's Check or Money Order (MO). Make check or MO payable to AAFRC and mail to AAFRC P. O. Box 5196, Vallejo, CA 94591. **There is a \$50 charge for checks returned non-sufficient funds (NSF).**
- **ONLINE** - go to our website at www.vallejojunteenth.com, complete the application and pay with PayPal

THERE ARE TWO WAYS TO OBTAIN THE REQUIRED ONE-DAY INSURANCE COVERAGE:

- **PROVIDE YOUR OWN INSURANCE** –see page 2 of this application for insurance levels and additional insureds.
- **PURCHASE INSURANCE ONLINE AT OUR WEBSITE** – go to www.vallejojunteenth.com, click on the Insurance Link and follow instructions. After you input your information you will receive an instant quote. If you select this insurance you may pay with your bank account or credit card. **Upon acceptance, you will receive your Certificate of Insurance via email.**

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/Gov. TIN/EIN# (Required) _____

#1 PLEASE CHECK APPROPRIATE BOXES, SIGN BELOW, RETURN WITH ALL FEES AND/OR CERTIFICATE OF INSURANCE by 3/30/19			
VENDOR/EXHIBITOR CATEGORY	VENDOR/EXHIBITOR SPACE	INSURANCE Required for all vendors & exhibitors	TOTAL FEES Include with application
MERCHANDISE OR OTHER SALES VENDORS Contact: Valerie Roberts-Gray (707) 334-1986	<input type="checkbox"/> \$145 Includes one-day temporary site specific business license	See page two of this application	Amount enclosed \$ _____
FOOD VENDOR Must obtain a Food Vendor Permit directly from Solano County, ph. (707) 784-6765. Complete & return their application to Solano County. Complete & return Juneteenth app. to AAFRC. Contact: Angela Jones (707) 322-5748	<input type="checkbox"/> \$200 Includes one-day temporary site specific business license	See page two of this application	Amount enclosed \$ _____
NONPROFIT INFORMATION EXHIBITOR (Private, Public, State, County Agency) NO sales transactions. TIN/EIN required. Contact: Valerie Roberts Gray (707) 334-1986	<input type="checkbox"/> \$90	Certificate of Insurance required (see page 2)	Amount enclosed \$ _____
FOR PROFIT INFORMATION EXHIBITOR No medical services, No sales transactions Contact: Valerie Roberts Gray (707) 334-1986	<input type="checkbox"/> \$90	See page two of this application	Amount enclosed \$ _____
HEALTH EXHIBITOR Contact: Barbara Dempsey (707) 592-7880	<input type="checkbox"/> \$25	Certificate of Insurance required (see page 2)	Amount enclosed \$ _____
EDUCATION EXHIBITOR Contact: A. Marie Young (707) 552-6480	<input type="checkbox"/> \$25		
I am unable to participate this year. Enclosed is a donation in support of Vallejo Juneteenth	Minimum donation \$25		Amount \$ _____

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 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, and the City of Vallejo 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 on its website, all social media, electronic and print platforms in perpetuity. 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 _____

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Keep This Page for Information and Instructions

#2 OBTAIN THE REQUIRED INSURANCE

To be participant at Vallejo Juneteenth all vendors and exhibitors must purchase one-day insurance coverage through AAFRC or provide a Certificate of Insurance **BASED ON THE BELOW CATEGORIES**, failure to provide insurance will result in an incomplete application until confirmation of insurance is received. **Confirmation of Insurance** coverage must provide coverage for the day of the event and be received **no later than March 30, 2019**.

CATEGORY 1 - FOOD / No sales INFORMATION / MERCHANDISE vendors/exhibitors *may purchase insurance coverage through AAFRC by going to www.vallejojunteenth.com, click on the Insurance Link and follow instructions. After you input your information you will receive an instant quote. If you select this insurance you may pay with your bank account or credit card OR you may provide a Certificate of Insurance for one day liability coverage from your insurance provider. (See NOTE and required insurance coverage levels A & B below).*

CATEGORY 2 - NON PROFIT, HEALTH, MEDICAL and EDUCATION EXHIBITORS *must provide a Certificate of Insurance showing proof of current, valid, general and aggregate insurance as stated below in A & B.*

CATEGORY 3 –PROFESSIONAL SERVICES, e.g. **HAIR CUTTING OR BRAIDING**, etc., **COSMETOLOGY, DENTISTRY, MASSAGE, NAILS, MEDICAL PROCEDURES**, etc., must provide their own insurance as stated below in A & B.

*NOTE – If you are providing a Certificate of Insurance, please contact your insurance agent or risk manager and add one-day liability coverage to your existing policy in the amounts shown below in A with the additional insureds and Certificate Holder as shown in B. **When you receive your Certificate of Insurance please email it to Rosemary Thurston at rosemary.thurston7@gmail.com OR Fax it to (707) 642-2593 OR mail a copy to: AAFRC, P. O. Box 5196, Vallejo, CA 94591***

- A.** A Certificate of Insurance for the day of the event (June 15, 2109) showing liability coverage of at least **\$1,000,000** (one million dollars) general liability and **\$2,000,000** (2 million dollars) general aggregate.
- B.** A complete copy of the additional endorsement page naming **additional insureds** as follows: the City of Vallejo, their directors, employees and/or agents; AND African American Family Reunion Committee. NOTE – the **Certificate Holder** is the City of Vallejo, 555 Santa Clara Street, Vallejo, CA 94590.

For insurance questions contact: Margaret Plump at (707) 322-0147

VENDOR/EXHIBITOR RULES AND INSTRUCTIONS AGREEMENT

Sign in begins at 7:30 am

All vendors and exhibitors must provide their own pop-up canopy, tables and chairs.

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.

Vendor/exhibitor responsibilities include decorations, set-up, dismantling and clean-up of the assigned 10 X 10 space. The Juneteenth Committee does not assist set-up or dismantling of exhibits and does not provide tools or supplies.

Upon arrival, report to the information table to check in and receive your assigned space assignment. The Juneteenth Committee will assign spaces based primarily on the vendor or exhibitor category.

Each vendor space is exclusive and may not be shared with another vendor or exhibitor.

Alcoholic beverages are not permitted to be sold or consumed in the park.

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.

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 associate or any security officer.

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.

Thank you for your participation,
The Juneteenth Committee