

VALLEJO JUNETEENTH APPLICATION

Saturday, June 16, 2018 | 11 a.m. - 4 p.m. | Martin Luther King, Jr. Park
 (behind JFK Library Downtown) Santa Clara & Georgia Streets, Vallejo CA 94590

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) _____

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 in full by Friday, March 30, 2018 . 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
MERCHANDISE OR OTHER SALES VENDOR Contact: Valerie Roberts-Gray (707) 334-1986	\$120 <i>Provide copy of current City of Vallejo business license</i>	\$65 Or provide copy of Certificate of Insurance	Amount enclosed \$ _____
FOOD VENDOR NO BEVERAGE/DRINK SALES OF ANY KIND ALLOWED (No soda, water, tea, lemonade, etc.) Must obtain Food Vendor Permit directly from Solano County and provide copy Contact Angela Jones (707) 322-5748	\$220 <i>Provide copy of current City of Vallejo business license</i>	\$65 Or provide copy of Certificate of Insurance	Amount enclosed \$ _____
INDIVIDUAL/GROUP EXHIBITOR No Sales Transactions Contact Lynette Henley (707) 688-3004	\$90	\$65 Or provide copy of Certificate of Insurance	Amount enclosed \$ _____
NONPROFIT EXHIBITOR (Private, Public, State, County, City Agency) No sales transactions. TIN/EIN required. Contact Lynette Henley (707) 688-3004	\$90	Certificate of Insurance required <i>(See page 2)</i>	Amount enclosed \$ _____
FOR PROFIT EXHIBITOR No medical services No sales transactions Contact Lynette Henley (707) 688-3004	\$90	\$65 or Certificate of Insurance required <i>(See page 2)</i>	Amount enclosed \$ _____
HEALTH EXHIBITOR Contact Barbara Dempsey (707) 592-7880	\$25	Certificate of Insurance required <i>(See page 2)</i>	Amount enclosed \$ _____
EDUCATION EXHIBITOR Contact A Marie Young (707) 552-6480 Contact Hazel Wilson (707) 342-1643			
I am unable to participate this year. Enclosed is a donation in support of Juneteenth.	Minimum donation \$25		Amount enclosed \$ _____

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. 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 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 African American Family Reunion Committee are named as additional insured with respect to the Juneteenth event, June 16, 2018. **Specify Certificate Holder** as City of Vallejo, 555 Santa Clara Street, Vallejo CA 94590.

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 and does not provide tools or supplies.

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 or drinks of any kind (water, soda, tea, smoothies, lemon shake ups, etc. 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.