



VALLEJO JUNETEENTH APPLICATION

Saturday, June 18, 2022 | 11 a.m. - 4 p.m. | Martin Luther King, Jr. Park (Downtown behind City Hall) at Mare Island Way & Capitol Street, Vallejo CA 94590

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

TO BE A JUNETEENTH PARTICIPANT:

- 1. By April 30, 2022 - Submit a completed Juneteenth application, see below – Ways to Submit Juneteenth Applications
2. By April 30, 2022 - provide insurance coverage, see below – Ways to Obtain Required One-Day Event Insurance Coverage

WAYS TO SUBMIT JUNETEENTH APPLICATIONS:

- ONLINE - go to our website at www.vallejojunteenth.com, complete the application and pay with PayPal
• 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.

No refunds will be issued under any circumstances - There is a \$50 charge for checks returned non-sufficient funds (NSF).

WAYS TO OBTAIN REQUIRED ONE-DAY EVENT INSURANCE COVERAGE:

PROVIDE A COPY OF YOUR OWN INSURANCE via email: djordanvp@junteenthvallejo.org OR Fax to (707) 642-2593. See page 2 of this application for required insurance levels and additional insureds.

PURCHASE ONE-DAY EVENT 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. See page 2 for eligibility.

Name of Business or Organization (Print Clearly) \_\_\_\_\_

Description of product/service/program: \_\_\_\_\_ No electricity provided-(SEE PAGE 2★)

Business Address: \_\_\_\_\_ City/Zip Code \_\_\_\_\_

Contact Person (Please print clearly) \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Email (Required) \_\_\_\_\_ Nonprofit/Gov. TIN/EIN# (Required) \_\_\_\_\_

CHECK APPROPRIATE BOXES IN SECTION 1 OR 2, SIGN BELOW, RETURN WITH ALL FEES AND CERTIFICATE OF INSURANCE by 4/30/2022

Table with 4 columns: Category, Fees/Benefits, Insurance, and Total Fees. Rows include Community Partner, Merchandise Vendor, Food Vendor, Information Exhibitor, and Health/Education Exhibitor.

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.

**VALLEJO JUNETEENTH APPLICATION – page 2**

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(behind City Hall Downtown) at Mare Island Way & Capitol Streets, Vallejo CA 94590  
**Keep This Page for Information and Instructions**

**OBTAIN THE REQUIRED INSURANCE – all participants are required to provide insurance.**

To be a participant at Vallejo Juneteenth all vendors and exhibitors must purchase one-day insurance coverage 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 April 30, 2022**.

- **Category 1 - FOOD, INFORMATION (No Sales) and MERCHANDISE** vendors/exhibitors **may purchase insurance coverage through AAFRC by going to [www.vallejojunteenth.com](http://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 - NONPROFIT, 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 Don Jordan: [djordanvp@junteenthvallejo.org](mailto:djordanvp@junteenthvallejo.org) OR Fax to (707) 642-2593.**

- A Certificate of Insurance for the day of the event (June 18, 2022) showing liability coverage of at least **\$1,000,000** (one million dollars) general liability and **\$2,000,000** (two million dollars) general aggregate.
- 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: Don Jordan (707) 208-3134**

**OBTAIN A TEMPORARY BUSINESS LICENSE**

To apply, go to the City of Vallejo website <https://vallejo.hdlgov.com/> to purchase for a 30 day temporary license - Select Business Type – Vendor, Temporary, then for Location select Outside and complete the application. The cost is approx. \$30, you will receive the amount after approval. *For technical issues call the City of Vallejo Business Support Center at (707) 302-6074.*

**Please email a copy of your Temporary Business License to Don Jordan: [djordanvp@junteenthvallejo.org](mailto:djordanvp@junteenthvallejo.org) OR Fax to (707) 642-2593,**

**VENDOR/EXHIBITOR RULES AND INSTRUCTIONS AGREEMENT**

Sign in begins at 7:30 am.

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

**All vendors and exhibitors are required to be completely set up and ready to greet visitors by 10:30 a.m.** The event officially starts at 11 a.m. to allow visitors time to browse vendors and exhibitors' merchandise/info. The entertainment program begins at Noon.

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.*

★ **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.

Potable water is available on-site.

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.

