

CONNECT.
CELEBRATE.

38th ANNUAL JUNETEENTH IN THE PARK FESTIVAL

AFRICAN AMERICAN COMMUNITY SERVICE AGENCY

VENDOR APPLICATION

African American Community Service Agency
304 N. Sixth Street San Jose, CA 95112





Welcome to Silicon Valley's Largest Afro-Centric Event

We succeed we when we work together





Welcome

This year the African American Community Service Agency (AACSA) will celebrate it's 38th Juneteenth in the Park Festival. Juneteenth is the oldest nationally celebrated commemoration of the ending of slavery in the United States. From its Galveston, Texas origin in 1865, the observance of June 19th as the African American Emancipation Day has spread across the United States and beyond; emphasizing African American freedom, education, and achievement.

Although, some may begin the African American story with slavery, the "lost ones" were not slaves or indentured servants, they were doctors, educators, scientists, mothers, fathers, daughters, and sons. African American history does not begin in 1619.

At this year's festival we celebrate all African American history. I am humbled to direct the 2019 Juneteenth in the Park Festival Committee, work with volunteers, corporations, the County of Santa Clara, the City of San Jose, and the community at large to make this Festival a success.



Cherise Orange
2019 Juneteenth Festival Co-Chair
AACSA Board of Directors Chair



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About AACSA

95% of support for programs, activities and events are made possible with the assistance of volunteers, staff, board members, donors, and sponsors.

AACSA is a non-profit 501(C)3 organization. Since 1978, when AACSA opened its doors, the organization has worked to fulfill its mission of preserving the dignity and culture of a diverse African American Community and provide services that promote full participation of all Santa Clara County and the general society.

40+

Programs
& Events

25,000

Served

60,000

Volunteer Hours



Vendor Information

Do it for the CULTURE

Vendor Booths/Spaces

April 22, 2019 Submit Security Deposit

April 29, 2019 50% of Booth/Space Rental Due

May 13, 2019 Full Payment Due for Booth/Space Rental

Application must be postmarked and 50% of deposit submitted on or before to ensure that you receive items of your choice. **BOOTH/SPACE AND ITEMS SELECTION WILL BE ALLOCATED according to application postmark date ON A FIRSTCOME, FIRST SERVE BASIS.**

Vendors will not be permitted to transfer, sublet booth, or sell items other than those approved by AACSA. Festival staff will occasionally inspect to ensure compliance. Vendors not in compliance will be subject to removal from the festival and forfeiture of and/or refundable deposits.

Vendors must comply with Local, State, and Federal fire and health code regulations. All vendors must have a valid sales permit and resale number, collect taxes, and be responsible for all sales and collections. A sales permit can be obtained from the California State Board of Equalization at (408) 277-1231. The current sales tax rate for the City of San Jose is 9.25%.



Security Deposit & Refund

A refundable security deposit of \$150 per booth/space is required (New Food Vendors Only). AACSA reserves the right to inspect booth/space areas for policy compliance and cleanliness. Vendors are responsible for ensuring that City property is not left damaged. At the end of the festival, the booth/space should be returned to its original state. Areas will be inspected for garbage, spills, sidewalk stains, and street stains. Booth/spaces that are found in unacceptable conditions will result in forfeiture of the security deposit.

All booth vendors will be held responsible collectively for the common dump area. If the area is found to have grease, charcoal, or debris, any special handling charges incurred by AACSA will be evenly distributed and deducted against the cleaning deposit of all food vendors. Security deposit refund is contingent on vendors complying with policy regulations of the Festival. Refund will be mailed within 60 – 90 days from the close of the Festival.

AACSA Requirements

BEVERAGES: AACSA will be the only VENDOR selling BEVERAGES/WATER. Non-compliance will result in forfeiture of the entire security deposit.

VENDOR ORIENTATION: AACSA will hold a mandatory vendor orientation on May 31, 2019 at 6:30pm at AACSA. If you are selling food or liquid items, you must attend this meeting.

INSURANCE: Food vendors must provide proof of insurance to AACSA.

IMPORTANT DATES

April 22, 2019	Submit Security Deposit
April 29, 2019	50% of Booth/Space Rental Due Full
May 13, 2019	Payment Due for Booth/Space Rental
May 31, 2019	Mandatory Vendor Orientation
June 15, 2019	Juneteenth in the Park Festival

VENDOR INFORMATION

Event Access

AACSA prefers electronic submission of application and payment. Payments and application may also be mailed to or dropped off at the:

African American Community Service Agency
Attn: 38th Annual Juneteenth in the Park Festival
304 N. Sixth Street
San Jose, CA 95112

Please make the check or money orders payable to AACSA. We also accept all major credit cards. Please contact the AACSA Office at 408-292-3157 to make an electronic payment. Checks will not be accepted after June 14, 2019.

Cancellation Policy

Cancellations must be submitted in writing and mailed or faxed to AACSA. The date received will be determined by the postmark or fax date.

- Cancellation before May 13, 2019 will result in a forfeiture of 50% of the booth/space rental cost.
- Cancellation after May 13, 2019 will result in the forfeiture of the entire payment of booth/space rental.

Vendor applicants that apply and accepted past the May 13, 2019 deadline payments are final. No refund will be issued under any circumstances.

Failure to either comply with the deadlines or remit payment as outlined will be considered unwritten notification of cancellation. If weather, acts of God, or other reasons beyond the control of AACSA causes the event to be cancelled, participation fees will not be returned and AACSA will not be liable to participants for failure of the event to take place.

Juneteenth Photo Gallery



“ Juneteenth is a regularly attended event by my family. In an area where the Black community is shrinking...events like Juneteenth are essential to celebrate our culture and resilience.

JOHN C. MARSHALL, Art Director

★★★★★

”

Testimonial



“The goal of America is freedom...our destiny is tied up with America’s destiny.”

Dr. Martin Luther King Jr.

Festival Components

Thank you for becoming a Juneteenth Vendor.

SET-UP & TAKE DOWN

8AM – Set up Time

11AM – Complete set up

7PM – Take down

A staging area will be designated and provided to vendor prior to the festival.

SIGNAGE & FLYERS

Vendors must provide professional signs for their booth(s). Lettering must be at minimum 3 inches high and each letter must be 2 inches wide. Non-compliance can result in removal from Festival and forfeiture of all payment made.

Unless otherwise authorized, AACSA does not permit, within Festival boundaries, any distribution of printed materials, sampling, hawking, panhandling, or soliciting.

PARKING

AACSA does not provide parking to vendors. Please visit the bayareajuneteenth.org website for parking information.

FESTIVAL SECURITY

AACSA will provide 24-hour security during the festival. AACSA will not be responsible for loss or damage to vendor’s materials, supplies or equipment.

WASTE MANAGEMENT

AACSA provides dumpsters, metal barrels for the disposal of grease and containers for gray water. All boxes must be flattened before disposal in dumpsters. Food vendors with barbecues must protect the street with an approved covering at a minimum of 5 feet.

Food vendors are responsible for transporting garbage, grease, and gray water to designated containers. Use of propane is preferred. If using charcoal, the vendor is complete responsible for removal and disposal of charcoal away from the Festival site. Vendors must provide their own fireproof disposal units. Please be sure to use the proper disposal containers.

FIRE DEPARTMENT

The City of San Jose Fire Department will complete a walkthrough of all festival components, including booth/rental spaces for fire code compliance. To review current policies please visit City of San Jose Fire Department’s Website.



Click here to submit form

VENDOR APPLICATION FORM

VENDOR RELATED HOURS:

Saturday, June 15, 2019
8:00 AM – Vendor Sign-In
8:30 AM – Vendor Set-Up
12:00 PM – Juneteenth Festival Opens

Applicant: _____ Authorized Representative: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____ Email: _____

Resale #: _____ Non-Profit Org? No Yes ID #: _____

Source of Power: Butane Propane Electric (**\$90 per 20-amp circuit**) Other: _____

Appliance Type(s) _____ Voltage _____ Watts _____ Amps _____
(attach a separate sheet if necessary)

Food Sellers: Allowed Items – 1 Main / 3 Side Orders. Additional menu items must be approved.

Main Dish _____

Side Order(s) 1. _____ 2. _____

3. _____

Non-Food Sellers: List all items to be sold, displayed, or distributed. Attach a separate sheet if necessary.

SECURITY DEPOSIT: \$125 (Food Booth, Non-Food Booth) (BOOKING REQUIRED)

<u>VENDOR TYPE</u>	<u>PRICE</u>	<u>INCLUDED IN PRICE</u>
<input type="checkbox"/> Food Vendor	\$600.00	(1) 6-ft table, (2) Chairs, Health Permits & Booth
<input type="checkbox"/> Business/Arts & Crafts Vendor	\$400.00	(1) 6-ft table, (2) Chairs & Booth
<input type="checkbox"/> Space Vendor	\$300.00	(1) 10x10 area (no tables and chairs)
<input type="checkbox"/> Carts	\$275.00	(1) 5x5 space only
<input type="checkbox"/> Information Tent (For-Profit)	\$225.00	(1) 6-foot table & (2) Chairs*
<input type="checkbox"/> Information Tent (Non-Profit)	\$125.00	(1) 6-foot table & (2) Chairs*

* Rental cost for additional tables & chairs: Tables - \$35 each | Chairs - \$10 each

I agree to indemnify and hold harmless the African American Community Services Agency (AACSA), it's event staff/committee members, employees and the City of San Jose 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 of booth/space in the Festival. I agree to indemnify and hold harmless AACSA and the City of San Jose from any claims arising from the acts of negligence of my representatives, agents or employees. I agree that photographs, slides, video of me, my booth, personnel and booth contents may be used by AACSA for promotional purposes. I have read the general information outlining the policy regulations and the above statement. I understand completing and signing this application constitutes a contract agreement.

Signature: _____ Print Name: _____ Date: _____



Contact Us

We look forward to forging a valuable partnership with the African American Community Service Agency. Juneteenth is our opportunity to not only celebrate the achievement of African Americans throughout the years, but also to educate the public at large the positive impacts that African Americans have left and continue to leave on society. We welcome any in-kind, volunteer, or monetary donation your company may provide and greatly appreciate any efforts toward achieving our goals.

Please contact us at
info@bayareajuneteenth.org

African American Community Service Agency Address
304 N. Sixth Street San Jose, CA 95112

Phone
408.292.3157

Email
info@bayareajuneteenth.org

Website:
www.bayareajuneteenth.org