



Juneteenth is *"Going Green"*

A Cultural Festival  
*"Celebrating the Soul of San Jose"*



**Vendor Package**

June 16 & 17, 2012

A presentation of the  
African American Community Service Agency

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*"To create a world of sustainability, we will ensure that Nothing is Wasted"*

## EXECUTIVE SUMMARY

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### 31st Annual Juneteenth Cultural Festival

The Bay Area's largest Juneteenth Festival



March 3, 2012

Dear Juneteenth Celebration Supporter:

You are invited to join us at the Plaza de Cesar Chavez in San Jose for the 2012 JUNETEENTH FESTIVAL, June 16<sup>h</sup> and 17<sup>th</sup>, the largest African American Cultural Festival in the South Bay. The festival annually attracts attendees of a diverse ethnic fan base, from surrounding cities, offering you an optimal opportunity to share your delectable dishes.

Enclosed you will find a Juneteenth Festival Vendor's Application Packet. Your participation is instrumental in the success of our event. We look forward to having your support at this year's celebration. Please complete the application and submit to us by the stated deadlines. We've included a returned envelope for your convenience.

The AACSA is a non-profit organization founded in 1978. Since 1979, it has been centrally located in San Jose at 6<sup>th</sup> and Julian Street. To best respond to the needs of the African American community, we administer varied programs geared to youth, seniors, and the general community. The programs include: Inez Jackson Research Library, Youth Development Activities, Sunday Homeless Breakfast (in collaboration with the Korean Baptist Church), Holiday Luncheon for Seniors and Christmas Toys for tots and many others.

If you have any questions, please do not hesitate to contact the office at (408) 292-3157.

In Community Spirit,

*Milan R. Balinton*

Milan R. Balinton  
Executive Director





## WHY BE A JUNETEENTH VENDOR?

### GENERAL INFORMATION

The Festival includes Entertainment, Health/Environment and Information Academy, Souvenir Book, Youth Arena, and Basketball Tournament. Most vendors find the Festival activities beneficial and enjoyable. Your Booth/Space rental includes the Juneteenth Festival Activities only unless otherwise noted.

### FESTIVAL DATES & HOURS

Saturday, June 16 12:00 PM – 8PM  
Sunday, June 17 12:00 PM – 8PM

AACSA will limit the number of vendors within each (food & non-food) category. Vendor selection will be based on the receipt date of completed application and payment.

### BOOTH/SPACE RENTAL PAYMENT SCHEDULE

April 24 5% Discount if Paid in Full  
April 24 50% of Booth/Space Rental Due  
May 15 Booth/Space & Security Deposit  
*Paid in Full*

Application must be postmarked and 50% of deposit submitted on or before May 24, 2011 to secure that you receive items of your choice. **BOOTH/SPACE AND ITEMS SELECTION WILL BE ALLOCATED according to application postmark date ON A FIRST-COME, FIRST SERVE BASIS.**

Vendors will not be permitted to transfer, sublet of 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 fees and/or refundable deposits.

Vendors must comply with local, state 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 State Board of Equalization at (408) 277-1231. San Jose's sale tax is 9.25%.

**Vendors are required to attend a Juneteenth vendor's information meeting.**

### PAYMENTS

Payments and application can be mail to, or dropped off at the African American Community Service Agency,  
304 N 6<sup>th</sup> Street, San Jose, CA 95112.  
Make check and/or money orders payable to: (AACSA)

***CHECKS WILL NOT BE ACCEPTED AFTER 6/13/12***

### CANCELLATION POLICY

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

- **Cancellation before May 15, 2011 will result in a forfeiture of 50% of the booth/space rental cost.**
- **Cancellation after May 15, 2011 will result in the forfeiture of entire payment of booth/space rental.**

Vendor applicants that apply and accepted past the May 15, 2010 deadline are final. **No refunds will be issued under any circumstances.**

Failure to comply with the deadlines and/or remit payments as outlined will be consider 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

### BEVERAGE

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

### SIGNAGE

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

## WHY BE A JUNETEENTH VENDOR?



### SECURITY DEPOSIT/REFUND

A refundable security deposit of \$125 per booth/space is required. 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, booth/space will be inspected for garbage, spills, sidewalk stains, and street stains. Booth/Space not found to be in acceptable condition would 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 45 days from the close of the festival.**

### FESTIVAL SECURITY

AACSA will provide 24-hour roving security during the festival, lasting through Sunday at 9 PM. AACSA will not be responsible for loss or damage to vendor's material, supplies and/or equipment.

### WASTE MANAGEMENT

AACSA will provide dumpsters, separate 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 a minimum of 5'. **Food vendors are responsible for transporting garbage, grease, and gray water to designated containers. Use of propane is preferred. If using charcoal, vendor is completely responsible for removal and disposal of charcoal away from the festival site. Vendors must provide for their own fireproof disposal units. Please be sure to use the proper disposal containers.**

### INSURANCE

Food vendors must provide proof of insurance to AACSA.

### FIRE DEPARTMENT

The San Jose Fire Department is currently reviewing its policies and procedures for booths at all festivals in the city. If there are any changes to these, we will send them to you in advance of the Festival or you may call the Fire Department.

### FLYERS

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



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# Vendor Application Form



**VENDOR RELATED HOURS:**

- 8:00 AM – Vendor Sign-in
- 8:30 AM – Vendor Set-up
- 12:00 PM – Juneteenth Festival Open

*"We Support Going Green"*

1. Applicant: \_\_\_\_\_ Authorized Representative \_\_\_\_\_
2. Address: \_\_\_\_\_ City: \_\_\_\_\_, CA Zip Code: \_\_\_\_\_
3. Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_
4. Resale#: \_\_\_\_\_ Non Profit Org:  Yes ID#: \_\_\_\_\_  No
5. Source of Power: Butane  Propane  Electric\* (**\$75.00 per 20 amp circuit**)  Other: \_\_\_\_\_
6. Appliance type(s) \_\_\_\_\_ Voltage \_\_\_\_\_ Watts \_\_\_\_\_ Amps \_\_\_\_\_  
(attach a separate sheet if necessary)
7. Food Sellers: (Allowed items-1 Main/3 Side Orders) Additional menu items must be approved

Main Dish \_\_\_\_\_

Side Order(s) 1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_

8. Non-Food Vendors Seller: List all items to be sold, displayed, or distributed (attach a separate sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECURITY DEPOSIT: \$ 125.00 ( Food Booth, Non-Food Booth)**

- Food Vendor \$ 850.00 Include: (1) 6 foot table, (2) Chair, Health Permits & Booth
- Business/Arts & Crafts Vendor \$ 650.00 Include: (1) 6 foot table, (2) Chair & Booth
- Space Vendor \$ 450.00 Include: (1) 10x10 area (no tables and chairs)
- Cart \$ 450.00 Include: (1) (5x5 Space only)
- Information Tent (For-profit) \$ 260.00 Include: (1) 6 foot table and two (2) chair \*
- Information Tent (Non-profit) \$ 160.00 Include: (1) 6 foot table and two (2) chair \*

**\* RENTAL COST FOR TABLE AND CHAIR**  
TABLE \$35 EACH PER DAY OR \$50 FOR TWO DAYS      CHAIRS \$10 EACH PER DAY

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 \_\_\_\_\_  
**Sponsored By: African American Community Service Agency a 501c3 non profit organization**

