



**Tracy African-American Association
P.O. Box 62
Tracy, California 95378
209.249.6644**

Dear Vendor,

Hello, my name is Mishelle Neverson and I am the Chairperson of the Tracy African-American Association Juneteenth Celebration. We are planning our 16th Annual Juneteenth Celebration to be held on **June 5, 2010 from 10:00 a.m. to 7:00 p.m. in Lincoln Park in the city of Tracy**. Attached you will find the guidelines and forms needed to reserve your vendor space or booth, or be contributor to this year's Juneteenth event. This year there are many "CHANGES". Please make note of the **new deadline dates** on the vendor application. Apply early and you will ensure a great DISCOUNT. So, return your application as soon as possible.

If you would like to provide entertainment or be a sponsor please send your contact information to me by email, and I will have the appropriate coordinator contact you.

Our Special Guests for this event-TBA

As you may already know, Juneteenth is the oldest known celebration in the United States that marks the end of slavery. It was June 19, 1865, when union soldiers landed in Galveston, Texas with the news that the Civil War had ended and that all enslaved African-Americans were free. This news came two and a half years after President Lincoln signed the Emancipation Proclamation, which had become official on January 1, 1863. It is now a national tradition to celebrate this historic event.

The Tracy African-American Association is a non-profit organization promoting and contributing to educational, cultural and social activities for our community. We strive to create a cooperative environment that unites people of all ages and backgrounds. Our fundraising efforts each year provide scholarships to college bound seniors. If you are interested in participating as a vendor in the **16th Annual Juneteenth Celebration**, please review the enclosed information and feel free to contact **Mishelle Neverson**

Attached are the prices and deadlines dates:

Sincerely,

Mishelle Neverson

Juneteenth Chairperson

Juneteenth09@yahoo.com

Tracy African-American Association Juneteenth Committee '10



Tracy African American Association
P.O Box 62
Tracy, CA. 95378
Juneteenth Celebration Guidelines

Please sign and return these guidelines with vendor application.

ALL SOFT DRINKS AND WATERS SALES EXCLUSIVE TO TAAA!

1. **All set-ups shall be completed by 9:30 a.m. the day of the event.**
2. Booths must be staffed at all times between 10:00 and 7:00 p.m. Vendors and exhibitors must provide their own relief staff. **If you close early before 6:00pm, you will be fined \$50.00**
3. Use of the Tracy City Library parking lot is restricted to library patrons. Parking spaces have been designated by the Tracy City Library for use by exhibitors and vendors for loading and unloading only. All cars must be removed from the Tracy City Library parking lot once loading and unloading is completed. Your cooperation is appreciated.
4. Parking is prohibited on grassy areas. Exhibitors and food vendors are required to supply their own dollies, carts and labor for set-up and take-down.
5. **Food vendors may only use electrical sources (1) provided through vendor agreement. A \$30 fee EXTRA** will be assessed for all electricity use. **Food vendors must provide their own extension cords, if necessary. Such extension cords must meet standards and shall be placed so they are not exposed to foot traffic.**
6. Safety shall be of primary concern in all areas. Exhibitor should make sure that their displays do not present tripping or injury hazards. Food vendors shall use diligent care in all their operations.
7. Exhibitors' display area must be kept clean and tidy. Excess materials, boxes, and trash must be kept out of sight. All food distribution surfaces and areas shall be kept clean and sanitary per health code regulations.
8. Exhibitors must secure their own displays. Food vendors must provide security for their own materials and supplies. The Tracy African-American Association is not responsible for any loss or theft of equipment or property.
9. Helium and propane tanks must be secured, maintained and used in compliance with the City of Tracy fire regulations.
10. All samples, products, food items, and displayed merchandise must be distributed from inside the display booth or at the display table as patrons approach. "Wandering solicitation" is not allowed.

11. Vendors are responsible for providing their own petty cash and change.

12. **Exhibitors and food vendors are responsible for obtaining all required permits and for payment of all applicable taxes from San Joaquin County/Health Department.**

13. In the event that the Tracy African-American Association has an objection to an exhibit, product or food item, on the basis of merchandise, sales technique, safety or any other reason, the Tracy African-American reserves the right to have such items removed.

14. Exhibitors and food vendors must clean up their trash and remove debris from the areas immediately surrounding them at the close of the Juneteenth Celebration. Exhibitors and food vendors are responsible for putting their trash into dumpsters. Hot coal and hot oil must not be disposed of in dumpsters.

15. Exhibitors shall assume all liability for injuries, damage and claims caused as a result of installing, setting up, and maintaining displays.

16. Food vendors shall assume all liability for injuries, damages and claims caused as a result of preparing, distributing and vending.

17. **ALL FOOD VENDORS: Must submit a copy of your menu and a copy of your permit.**

The vendors indemnify and agree to hold harmless the Tracy African-American Association, their officers and members against any actions, losses, cost, damages, claims and expenses (including attorney fees) arising from any damage to property or bodily injury to vendor, vendor's representatives, agents and employees by reason of the vendor's occupancy.

-----Please cut and returned signed with your application-----

I have received and will abide by the Tracy African-American Association's Juneteenth guidelines.

Vendor Applicant (s) Signature: _____

Date: _____

Business Name _____

Business Address: _____

City, State, Zip _____

Phone: _____

Email: _____



Mailed To:
Tracy African American Association
P.O. Box 62
Tracy, CA. 95378

Vendor Application for Juneteenth Celebration

APPLICANT'S NAME

BUSINESS NAME

ADDRESS

CITY _____ STATE _____ ZIP CODE _____

HOME PHONE () _____

BUSINESS PHONE () _____

EMAIL ADDRESS **PRINT:** _____

Please list all items to be sold:

- _____
- _____
- _____
- _____
- _____



**NSF
PAYMENT WILL
BE \$50.00**

**December 4, 2009
TO
March 1, 2010**

Food Vendor, Booth Setup - \$275
(Fully enclosed booth with floor, one table two chairs, and electrical power-110 volts.)

Food Vendor Space Only - \$235
(You must bring your own tent, table and chairs.)

Craft Vendor Booth Setup - \$185
(One table and two chairs provided.)

Craft Vendor Space Only - \$140
(You must bring your own tent, table and chairs.)

Non-Profit Groups/Charities (SPACE ONLY) - \$100
(You must bring your own tent, table and chairs)

Banner Space - \$125
Maximum size 3'x 3' ft

**JUNETEENTH EVENT:
SATURDAY, JUNE 5, 2010**

**APPLICATION
DEADLINE:
March 1, 2010**

**March 2, 2010
To
May 1, 2010**

Food Vendor, Booth Setup - \$310
(Fully enclosed booth with floor, one table two chairs, and electrical power-110 volts.)

Food Vendor Space Only - \$265
(You must bring your own tent, table and chairs.)

Craft Vendor Booth Setup - \$215
(One table and two chairs provided.)

Craft Vendor Space Only - \$170
(You must bring your own tent, table and chairs.)

Non-Profit Groups/Charities (SPACE ONLY) - \$125
(You must bring your own tent, table and chairs)

Banner Space - \$150
Maximum size 3'x 3' ft

**JUNETEENTH EVENT:
SATURDAY, JUNE 5, 2010**

**APPLICATION
DEADLINE:
MAY 1, 2010**

**May 2, 2010
To
June 5, 2010
CASH OR Money Order
ONLY**

Food Vendor, Booth Setup - \$350
(Fully enclosed booth with floor, one table two chairs, and electrical power-110 volts.)

Food Vendor Space Only - \$295
(You must bring your own tent, table and chairs.)

Craft Vendor Booth Setup - \$230
(One table and two chairs provided.)

Craft Vendor Space Only - \$190
(You must bring your own tent, table and chairs.)

Non-Profit Groups/Charities (SPACE ONLY) - \$150
(You must bring your own tent, table and chairs)

Banner Space - \$175
Maximum size 3'x 3' ft

**JUNETEENTH EVENT:
SATURDAY, JUNE 5, 2010**

**APPLICATION
DEADLINE:
June 5, 2010**