



San Francisco Juneteenth Festival 2015

Saturday, June 13, 2015

Concession / Booth / Space Rental

NO REFUNDS

CONTRACTUAL AGREEMENT FORM/APPLICATION

Complete this packet and return with payment. See due dates for specific vendor categories.

- This Contractual agreement is for space only; you must provide your own tent, tables, and chairs.
- No electric power will be provided by S.F. Juneteenth.
- Food Vendor application deadline is Friday May 30, 2015
- Arts & crafts and Informational booth application deadline is Friday June 12, 2015, 5pm
- All vendors must follow laws/rules with respect to S.F. Fire Dept., SF Health Dept.
- All vendors MUST sign agreement, and pay fees before being assigned booth space.
- Make all payments to **San Francisco Juneteenth/EOC-SF.** (No Cash payments accepted).

Please Print clearly-make sure we have the correct address & phone number

Name (submitted by):

Business / Organization:

Address:

City:

State:

Zip:

Phone:

Fax:

Email:

ITEM	COST (2 Day min.)
<p>1. Food Vendor Space (15'x20' space) on attached page list all items for sell and how you will prepare / cook, store the goods.</p> <p>(If vendor does not have their own canopy add an additional)</p> <p>Add Tent structure/canopy for FOOD _____</p> <p>_____ Tables \$15.00 each _____ Chairs \$6.00 each</p>	<p>\$400.00</p> <p>\$180.00</p> <p>_____</p> <p>Total _____</p>
<p>2. Arts & Crafts Space (10'x15' space) List main items for sell.</p> <p>(If vendor does not have their own canopy add and additional)</p> <p>Add Tent structure/canopy for Arts & Crafts or Information _____</p> <p>_____ Tables \$15.00 each _____ Chairs \$6.00 each</p>	<p>\$175.00</p> <p>\$180.00</p> <p>Total _____</p>
<p>3. Corporate Product Exposure Space (10'x15' space) List items for display/promotions</p> <p>_____ Tables _____ Chairs</p>	<p>\$1,000.00</p>
<p>4. Community Information Space (10'x10' table space NO SELLS)</p> <p>Add Tent structure/canopy for Arts & Crafts or Information _____</p>	<p>\$100.00</p> <p>\$180.00</p>
<p>Vendor space will be assigned on first come first served basis. There may be competitive sells, No exclusives on products sold or displayed, except Sponsoring Partners and SF Juneteenth Committee.</p>	
<p>Amount paid \$ _____ . Date paid _____ 2015.</p>	<p>TOTAL AMOUNT</p>
<p>CHECK # _____ . Money Order/Cashier Check _____</p>	
<p>Sign _____ .</p>	

Please make Checks Payable to: SF JUNETEENTH / EOC-SF
762 Fulton Street, 3rd Floor
San Francisco, CA 94102

The San Francisco Fire Department requires that SF Juneteenth provide a list of ALL vendors using Charcoal, Propane and or Generators, which will be inspected by the SF Fire Dept. Inspector at the site prior to Vendor selling to the public. The San Francisco Department of Public Health requires that SF Juneteenth and ALL vendors selling Food items to the public be inspected for Health and Safety, and as such we must maintain a list of vendors and present it to The Health Dept. before food item can be sold.

Continued vendor application

Source	YES	NO	How many#		
Generators					
Electric cookers					
Propane tanks					
Charcoal					
BBQ Pits					

List ALL Food items to be sold:

List ALL Arts and Crafts items for Sell:

REMEMBER: The Fire and or Health Department can shut down your booth for failure to provide truthful information or not complying with City Codes.

VENDOR, PARTICIPANT APPLICATION INSTRUCTIONS

- i. **Please read the entire contract agreement, seek assistance if needed or call our office.**
- ii. Make copies of ALL documents and keep for your records.
- iii. Your contractual agreement will be considered accepted when you pay for your space (when paying by check when your check clears SF Juneteenth Banking System).
- iv. Returned Checks will be charged an additional bank service fee of \$25 plus \$10 reprocessing fee.

- v. Any Contracts processed after May 30, 2015 Deadline will be on space availability and there will be no refunds of additional services fee if not accepted for participation.
- vi. **Event Cancellation**; if weather, acts of god, or other circumstances beyond the control of SF Juneteenth causes the event(s) to be cancelled, participation fess will **NOT BE RETURNED, NO REFUNDS**. SF Juneteenth cannot be held liable by Vendors/participants for the failure of the event to take place, be delayed or if vendor/participant is a “no-show.”
- vii. Space Assignments and Final Instructions: Accepted Vendors/participants will receive a final information packet and briefing no later than Wednesday June 10, 2015 via email.

VENDOR, PARTICIPANT RELEASE & HOLD HARMLESS AGREEMENT

This agreement is entered into by and between the sponsor of the event San Francisco Juneteenth Events 2015 (Client) and the Artist, Craftsperson, Corporation, Community organization and or person filling out, signing and returning the application (Vendor). The sponsor is in the business of providing space at the event for the San Francisco Juneteenth Events 2015, display and sale of arts or crafts, commercial goods, food, small business/information and non-profit booths.

The Sponsor does not participate in the construction or assembly of the individual Vendor’s exhibit. The Coordinator, on behalf of the Client provides space only at the event, with exception to Event sponsorship agreements in which SF Juneteenth supplies tent structures for said sponsors. The Vendor hereby indemnifies and holds the Coordinator, its agents, employees and servants and the Client, its agents, employees, and servants harmless from any and all claims, including costs and attorney’s fees resulting from, arising out of said Vendor’s participation in this event. For the purposes of this agreement, the term “participation” shall include, but not be limited to, the delivery of equipment, merchandise, structures and product to their designated location, the set up and display of any such structure and arts or crafts, and the dismantling and removal of all such items from the area provided by or through the Coordinator or its agents, employees and servants or the Client or its agents, employees and servants. The Vendor hereby expressly assumes any risk of harm to the Vendor arising out of their participation and the participation of other artist in the San Francisco Juneteenth Events, including any risk resulting from the particular location of the space designated to them by the Producer.

This agreement shall be effective immediately upon execution and shall continue in effect throughout the event period.

I have read and fully understand the above agreement.

Signature _____

Date _____

Official Use Only: A/C ____		Info. ____	FD ____	Corp. ____	Space #: _____
Paid Space \$ _____	Paid for Tent Rental \$ _____	Date received payment __/__/__			
Paid Health Permit (Food Vendor) _____	Notes:				
Paid Fire Permit (Food Vendor) _____					