



Juneteenth Festival, Inc.

AKA Juneteenth of Buffalo

Mailing Address:

P.O. Box 412 Ellicott Station Buffalo, New York 14205

www.juneteenthofbuffalo.com



Headquarters:

1517 Genesee Street Buffalo, NY 14211 Telephone: 716-891-8801

BOARD OF DIRECTORS

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President

Ras Jomo Akono
Executive Vice President

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Celebrating 43 Consecutive Festivals in 2018

Theme: Remembering The Past, Focusing On The Future, Keeping The Spirit of Juneteenth Alive

March 1, 2018

Dear Concessionaire:

Juneteenth Festival, Inc. is now accepting applications for Juneteenth 2018 (June 16 and 17). Please register **by mail** before May 1. **Please note that we will not be responsible for applications mailed or left any place other than our P.O. Box. PLEASE DO NOT MAIL APPLICATIONS TO OUR HEADQUARTERS!**

Food vendors must provide their own canopy or tent. This is a requirement of the Health Department. Food vendors are required to meet with the County Health Department to receive information concerning the health laws on the preparation, storage, and serving of food sold to the public. **THIS MEETING IS MANDATORY AND ALL FOOD CONCESSIONAIRES MUST BE REPRESENTED.** The meeting has been scheduled for Wednesday, June 6, at 5:30 p.m. at Juneteenth Festival, Inc. Headquarters, located at 1517 Genesee, corner of Moselle, Buffalo, NY. At this meeting we will verify your assigned location. Food vendors must be inspected by the Health Department at the festival.

Exhibitors and Community Resources vendors are asked to meet with the Concessions Committee on Wednesday, June 13, at Juneteenth Festival, Inc. Headquarters, located at 1517 Genesee, corner of Moselle, Buffalo, NY at 7 PM to verify assigned locations and review Festival Rules and Regulations.

Please note the following dates which will be strictly adhered to:

Late fees charged after April 30, 2018

No refunds will be issued after May 1, 2018

Applications received after May 1 may be accepted at the sole discretion of Juneteenth Festival, Inc.

All applications are subject to approval by the Concessions Committee. Due to past problems, absolutely no raffles or 50-50's will be allowed. We reserve the right to reject applications with just cause from concessionaires who have not followed Festival Rules and Regulations and/or policies and procedures in prior years. **Also note that Juneteenth Festival, Inc. retains exclusive rights to the sale of sno-cones and french fries. JUNETEENTH FESTIVAL, Inc., INDIVIDUAL COMMITTEE MEMBERS, AND OUR SECURITY CANNOT BE RESPONSIBLE FOR ANY MERCHANDISE OR EQUIPMENT LEFT BY VENDORS.**

We hope you will help us to make our 43rd Annual Juneteenth Festival a success. **Only money order or certified check will be accepted.** Since the enclosed application serves as a contract between you (the vendor) and Juneteenth Festival, Inc., once you fill it out and sign it, please keep this letter and a photocopy of your application for future reference. Also, please include a self-addressed, stamped envelope with your application to facilitate return of your maintenance deposit. Thank you for your cooperation.

Peace be with you,

Ziyadah H. Uqdah, Concessions Chairperson

Please read important message on the back of this letter.

43rd Annual Festival - June 16 & 17

Pre-Festival Events: Flag Raising June 8, Sankofa Days June 9-15, Maafa Memorial TBA

Juneteenth of Buffalo is a not for profit organization that exists exclusively for charitable and educational purposes. Staffed by volunteers, its mission is to actively preserve and promote the broad spectrum of African American heritage through educational and cultural activities that benefit the community as a whole.

URGENT
PLEASE READ AND COMPLY
Your Maintenance Deposit May Be Affected

Vehicle traffic and parking has become a real problem during the Festival hours of 11 am to 8 p.m. For pedestrian safety we ask that no vendors or festival-goers attempt to park on East Park Avenue behind the food vendors during festival hours. Those cars you see parked on that road belong to Juneteenth Staff and Board members.

Vendor unloading should be finished by 10 a.m. which should give you an hour before the festival to move your vehicle and park behind the ambulance and portojohns along East Park Avenue. **PLEASE DO NOT LEAVE YOUR VEHICLE PARKED THERE AFTER 10 A.M. PLEASE DO NOT IGNORE OUR WARNINGS TO MOVE YOUR VEHICLE.**

The streets are closed during festival hours and there is a steady stream of pedestrians, including families with children and baby strollers.

Again for pedestrian safety we cannot allow vehicles to pull in and the food vendors to load until the streets open after 8 p.m. We have had to have vehicles towed in the past. If you insist on breaking this parking rule you run the risk of your maintenance deposit being forfeited or reduced so please comply before someone gets injured.

**JUNETEENTH FESTIVAL, INC. P.O. BOX 412 BUFFALO, NY 14205 (716) 891-8801
JUNE 16 & 17, 2018**

EACH CATEGORY REQUIRES A SEPARATE APPLICATION AND FEE

CONCESSION FEES 2018

Late Fees Charged After April 30 - Determined By Postmark on Envelope

DUE TO LITTER LEFT BEHIND BY VENDORS IN PRIOR YEARS, A \$50 MAINTENANCE DEPOSIT IS REQUIRED FOR ALL VENDORS. DEPOSITS WILL BE RETURNED WITHIN 30 DAYS AFTER THE FESTIVAL IF YOUR LOCATION IS CLEAN.

Category	Until May 1	May 2-May 31	After June 1
Community and Not-For-Profit Organizations Community Resources (No Selling)	\$100.00	\$125.00	\$150.00
<p>If you will be at the festival both days and would like to be in a tent with other agencies, add an additional \$55. 2 chairs and a table will be provided. MUST REQUEST SPACE IN TENT BY JUNE 1 . Please add late fees if they apply.</p>			

	Until May 1	May 2 – May 31	June 1-14/ June 15-16*
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Regular concessions 12”x12” Space (Selling)

Exhibitors	\$250.00	\$275.00	\$350.00 /\$425*
Food (Only) <small>Add \$25 if using propane</small>	\$400.00	\$425.00	\$475.00

***NOTE: P .O. Box will not be checked June 14, 15, 16**

	Until May 1	May2-May31	After June 1
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Commercial Concessions

Business Resources (No Selling)	\$400.00	\$450.00	\$550.00
Push Carts (Must Remain Stationary)	\$475.00	\$525.00	\$575.00
Trailers (Exhibitors)	\$500.00	\$550.00	\$600.00
Food Trucks	\$500.00	\$550.00	\$600.00

**Please Note: Only Certified Check or Money Order will be Accepted.
No Refunds After May 1.**

Applications postmarked after May 1 may be accepted at the sole discretion of Juneteenth Festival, Inc. Due to space availability, Juneteenth Festival, Inc. reserves the right to close concession registration any day after May 13 without further notice.

Vendors agree not to reassign, sublet, or share any part of its assigned space with any individual, organization, or group. Any vendor who sublets or sells space will be removed from festival grounds and all fees will be forfeited.

(Over)

ATTENTION VENDORS: When you complete your Application and Contract, these are the conditions you agree to.
Please keep this page for your future reference.

- A.** Food Concessionaires are required to meet with County Health officials. This meeting has been scheduled for Wednesday, June 6, 2018 at 5:30 PM at Juneteenth Festival, Inc. Headquarters, located at 1517 Genesee Street, corner of Moselle in Buffalo, New York. Community Resources & Exhibitors will meet June 13, 2018 at 7:00 P.M.
- B.** All concessionaires must complete their set up no later than 10 AM on both days. All vehicles must be out of the park by 10AM. No parking on grass or walkways. Violators will be towed at their own expense. At 11 AM the park and adjacent streets will be closed for Festival activities and NO vehicles will be allowed to enter the park. Vendors arriving late who need assistance with transporting goods will be charged.
- C.** All concessionaires will stop selling and close down at 8:00 PM. This is imperative because there is a time limit on police protection and the park must be cleared of festival goers before the police shift ends. Juneteenth Festival, Inc, individual committee members, and our security cannot be responsible for any merchandise or equipment left by vendors.
- D.** All vendors are responsible for keeping their area clean to ensure the return of their maintenance deposit.
- E.** Juneteenth Security personnel and/or Buffalo Police personnel have the right to close down any vendor as directed by the Concessions Committee or Erie County Health Dept. They reserve the right to escort vendors from the festival who are not in compliance with Festival Rules and Regulations.
- F.** Please list everything you are selling. Only listed items approved by the Board of Directors will be permitted to be sold. Be very specific. Items not listed will not be allowed. Attach an additional sheet of paper if necessary. Only Juneteenth Festival, Inc. can sell sno-cones and french fries.
- G.** Juneteenth Festival, Inc. will not allow anything to be sold with vulgar, offensive language or gestures. This includes tee shirts, pictures, mugs, posters, audio tapes, video tapes, etc.
- H.** Vendors shall not bring in boom boxes, personal sound equipment or any amplified sound. ANY VENDOR WHO DOES NOT COMPLY WILL BE REMOVED FROM FESTIVAL GROUNDS.
- I.** Payment of concession fees only entitles one to dispense materials of the individual category designated. Food items require specific permits. Exhibitors require separate permits. Community Resources vendors may not sell, hold raffles, or have any exchange of money whatsoever.
- J.** Vendor agrees not to reassign, sublet or share any part of its assigned space with any individual, organization, or group. Any vendor who sublets or sells space will be removed from festival grounds and all fees will be forfeited.
- K.** All vendors will be assigned a specific location in the order of receipt - according to the postmark on the envelope. All merchandise must remain inside your booth. Walkways must remain open.
- L.** Applications MUST BE MAILED to the following address: JUNETEENTH FESTIVAL, INC. CONCESSIONS COMMITTEE P.O. BOX 412 ELLICOTT STATION BUFFALO, NY 14205. Concessions Committee cannot be held responsible for any application mailed or left elsewhere; other than our P.O. Box.
- M.** Applications are subject to approval by the Concessions Committee. Juneteenth Festival, Inc. reserves the right to reject and refuse applications with just cause from concessionaires who have not followed Festival Rules, Regulations, and/or Policies and Procedures in prior years.
- N.** Signing this application constitutes an agreement that Concessionaires shall take no legal action against Juneteenth Festival, Inc., its Juneteenth Committees, directors, or agents for loss.

NO PERSONAL CHECKS ! ONLY CERTIFIED CHECK OR MONEY ORDER WILL BE ACCEPTED

PLEASE RETURN BOTH PAGES OF THIS CONTRACT ONLY - WITH PAYMENT

Applications will not be processed without payment in full. Contract must be signed.

**JUNETEENTH FESTIVAL, INC. Concessions Committee (716) 891-8801
 P.O. Box 412 Ellicott Station Buffalo, New York 14205
 FESTIVAL DATES - JUNE 16 & 17, 2018**

CONCESSIONS APPLICATION & CONTRACT 2018

Due to litter left by vendors in prior years, a \$50 maintenance deposit is required for all vendors.
 Deposits will be returned within 30 days after the festival if your location is clean.

Mailing/Email list
 ___ Check here if
 new vendor or if
 your info needs to
 be updated.

Date of Application _____ E-mail address _____

PLEASE PRINT!!

Name																				
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DBA/or name of stand if different from above: _____

Address of the above: _____

City _____ State _____ Zip Code _____

**\$50
 maintenance
 deposit**

Maintenance Deposit Refund check should be made out to _____

Telephone Number: _____ You may give my name to other festivals: Yes ___ No ___

Check Type of Concession : EXHIBITORS FOOD (add \$25 if using propane)

COMMUNITY RESOURCES Community Resources Tent (add additional \$55 fee & request by June 1)

\$50 Maintenance Deposit Check if Commercial Concession

Amount Enclosed _____ (Please refer to Price List and Include Late Fees)

Please list items for sale or information offered (Please read Clause F of this contract). Attach additional sheet if necessary. Remember, sno-cones and French fries can only be sold by Juneteenth Festival, Inc. Community Resource vendors must list type of literature.

Due to space limitations, no more than 4 persons can work one stand at any given time. List their names for identification purposes.

Please include a
 self-addressed,
 stamped envelope
 with your
 application to
 facilitate return of
 your maintenance
 deposit.

Will you be operating both days? 16th ___ 17th ___ Will you be using a tent? YES ___ NO ___ MAYBE ___

The signing of this application constitutes an agreement between Juneteenth Festival, Inc. and the vendor in reference to the following:

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B. All concessionaires must complete their set up no later than 10 AM on both days. All vehicles must be out of the park by 10AM. No parking on grass or walkways. Violators will be towed at their own expense. At 11 AM the park and adjacent streets will be closed for Festival activities and NO vehicles will be allowed to enter the park. Vendors arriving late who need assistance with transporting goods will be charged.

(OVER) second page should be included and signed when you return this contract.

C. All concessionaires will stop selling and close down at 8:00 PM. This is imperative because there is a time limit on police protection and the park must be cleared of festival goers before the police shift ends. Juneteenth Festival, Inc, individual committee members, and our security cannot be responsible for any merchandise or equipment left by vendors.

D. All vendors are responsible for keeping their area clean to ensure the return of their maintenance deposit.

E. Juneteenth Security personnel and/or Buffalo Police personnel have the right to close down any vendor as directed by the Concessions Committee or Erie County Health Dept. They reserve the right to escort vendors from the festival who are not in compliance with Festival Rules and Regulations.

F. Please list everything you are selling. Only listed items approved by the Board of Directors will be permitted to be sold. Be very specific. Items not listed will not be allowed. Attach an additional sheet of paper if necessary. Only Juneteenth Festival, Inc. can sell sno-cones and french fries.

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I. Payment of concession fees only entitles one to dispense materials of the individual category designated. Food items require specific permits. Exhibitors require separate permits. Community Resources vendors may not sell, hold raffles, or have any exchange of money whatsoever.

J. Vendor agrees not to reassign, sublet or share any part of its assigned space with any individual, organization, or group. Any vendor who sublets or sells space will be removed from festival grounds and all fees will be forfeited.

K. All vendors will be assigned a specific location in the order of receipt - according to the postmark on the envelope. All merchandise must remain inside your booth. Walkways must remain open.

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M. Applications are subject to approval by the Concessions Committee. Juneteenth Festival, Inc. reserves the right to reject and refuse applications with just cause from concessionaires who have not followed Festival Rules, Regulations, and/or Policies and Procedures in prior years.

N. Signing this application constitutes an agreement that Concessionaires shall take no legal action against Juneteenth Festival, Inc., its Juneteenth Committees, directors, or agents for loss.

I understand the conditions of entry and agree to honor them. I recognize that completing and signing this application constitutes a contract between myself and Juneteenth Festival, Inc. I have retained a photocopy of this application.

X _____

Signature of concessionaire (REQUIRED)

NO PERSONAL CHECKS ! ONLY CERTIFIED CHECK OR MONEY ORDER WILL BE ACCEPTED .
Checks Payable to : Juneteenth Festival, Inc.

FESTIVAL COMMITTEE USE ONLY

Postmark Date _____ M.O. # _____ Amount Paid _____ Amount due _____

Maintenance Deposit _____ Payment _____ Balance Due _____ Date _____ Initials (JFI Rep.) _____