



The Juneteenth Celebration, scheduled for **Monday, June 19, 2017** from 3:30 – 9:00 p.m. at Haddad Riverfront Park in Charleston, WV, is a free outdoor event for the public presented by the Herbert Henderson Office of Minority Affairs (HHOMA). The event will feature live entertainment, vendor merchandise, and activities for children.

Important Dates

Application Deadline: May 26, 2017

Refund/Cancellation Deadline: May 31, 2017

If you are interested in becoming a food or merchandise vendor for the 2017 Juneteenth Celebration, please go to <https://goo.gl/forms/ia6sYxHnk6vFlvao1> complete the online form. Should you be unable to complete the form online, please send the enclosed form via email to Myisha.R.Robinson@wv.gov or mail to: Herbert Henderson Office of Minority Affairs, 1900 Kanawha Boulevard East, Building One, Room 35, Charleston, WV 25305.

All Vendors participating in this event shall certify that they do not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, or national origin. In addition, all applicants shall certify that they are in complete compliance with the Immigration Reform and Control Act (IRCA).

HHOMA shall not be held responsible for forms that are not delivered properly to the HHOMA's office either by fault of the respondent, U.S. Postal Service or otherwise.

If you are selected as a vendor for the Juneteenth Celebration, a \$50.00 fee will be required. Your application guarantees you will be available to provide the services you specify for the event.

All applications will be reviewed by HHOMA staff. After the evaluation of all application, vendors will be notified of the Committee's decision. HHOMA reserves the right to reject any or all applicants for any reason and is not necessarily bound to select any applicant if that applicant is contrary to the best interest of HHOMA. Submitted applications will be time and date stamped upon arrival in HHOMA's office. It is the goal of HHOMA to provide a variety of food and beverage options to attendees. Therefore, in the instance that more than one application is received for the same or similar products, a decision may be made based upon when applications were received.



Beverage Policy: Food vendors may sell non-alcoholic beverages from their booth: NO ALCOHOLIC BEVERAGES CAN BE SOLD OUT FROM A BOOTH AT ANY TIME DURING THE EVENT

Insurance Requirements: All food vendors participating in these events must have \$1,000,000 of liability insurance for the entire duration the event. In addition, all participants must provide any changes of your insurance policy, if that occurs.

Health Permits: You must provide a copy of your Kanawha/Charleston Health Department food permit certificate. You must also always follow any guidelines that ensure food safety in booth/vending area.

Grease/ Trash: Food vendors need to provide ground cover inside their booth and cooking area for the absorption of grease. No food vendor will be allowed to open for business if the ground cover is not in place. No grease or gray waste is to be poured onto the ground or down any drains. Trash: Vendors are responsible to properly bag trash within your sales location.

Water/Ice: Water and ice are not accessible. Please bring appropriate means to ensure food safety and cleanliness.

What we provide: HHOMA has certified electricians that hook up each vendor into the electrical system. However, each vendor must supply a minimum 12-3 gauge extension cord - NO EXCEPTIONS! Anything below this requirement will not be permitted to be plugged into the City's electrical system. PLEASE NOTE: Be prepared for all scenarios. HHOMA is not responsible for any food that may spoil due to not having electricity. One table will be provided to you for use only for the event date.

Please complete the information below with signature, and mail this form along with your \$50 payment by May 26, 2017 to:

*Herbert Henderson Office of Minority Affairs
1900 Kanawha Boulevard, East, Building One, Room 35
Charleston, WV 25305*

or submit electronically to Myisha.R.Robinson@wv.gov subject line: Juneteenth Vendor

HHOMA is not responsible for any damaged or stolen products/materials during the event.

Printed Name: _____ **Signature:** _____

Business Name/Address: _____

Type of Food/Merchandise: _____ **Price Range:** _____

Date: _____ **Email:** _____