

JUNETEENTH VENDOR GUIDELINES & APPLICATION FORM

The Juneteenth Celebration, scheduled for Saturday June 15, 2024 from 4 P.M. to 9 P.M. at the West Virginia State Capitol 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 31, 2024

Refund/Cancellation Deadline: June 1, 2024

If you are interested in becoming a food or merchandise vendor for the 2024 Juneteenth Celebration, please send the enclosed application form (page 3 of this document) via email to HHOMA@wv.gov or mail to: Herbert Henderson Office of Minority Affairs, 1900 Kanawha Boulevard East, Building One, Room 9-R, 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 \$25.00 fee will be required. Nonprofit organizations and state agencies are exempt from the vendor fee. Your application guarantees you will be able to provide the services you specify for the event.

All applications will be reviewed by HHOMA staff. After the evaluation of all applications, 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.

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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 add the Herbert Henderson Office of Minority Affairs to their existing liability insurance policy for the time period of the event.

Health Permits: The Kanawha/Charleston Health Department requires that a single-day food permit certificate be applied for **NO LESS THAN 10 DAYS PRIOR** to the event for those who do not currently possess one. The Health Department will inspect and issue permits the day of the event. You must also always follow any guidelines that ensure food safety in the 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 purposely 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 and an approximately 10 by 10 foot space will be provided to you for use only for the event.

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APPLICATION FORM

Please complete the information below with signature, and mail this form along with your \$25.00 payment by May 31, 2024 to:

Herbert Henderson Office of Minority Affairs 1900 Kanawha Boulevard, East, Building One, Room 9-R Charleston, WV, 25305

Or submit electronically to HHOMA@wv.gov with the subject line: Juneteenth Vendor

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

Printed Name: _____

Signature: _____

Business Name: _____

Business Address: _____

Type of Food/Merchandise: _____

Price Range of Food/Merchandise: _____

Date: _____

Email: _____

Phone Number: _____