



Vendor Booth Application

JUNETEENTH CELEBRATION

Saturday JUNE 15, 2019 (Wingfield Park)

Name of Business / Organization _____

Business License (if applicable) # _____

Applicant's Name _____

Address _____ City _____

State _____ Zip _____ Phone number () _____

Email _____

Type of Booth:

Merchandise (Non-Food) Food Informational Other (please describe) _____

(Attach sheet if additional space is needed)

Booth Space: Booth space is 12'x12' NNBCAS is only providing booth Space. Feel free to bring your own canopies (weighed sand bags only NO stakes per City of Reno code), chairs and tables.

EVENT LOCATION AND HOURS SET-UP/BREAKDOWN: Event will be held at Wingfield Park; 1st Street and Arlington Ave. It will run from 12:00pm until 5:00pm Saturday June 15, 2019 **Unloading and set-up will begin from 8:30 am until 11:30am** on Saturday morning. You must remove your car from the temporary loading area before you begin assembling your booth and display. Vehicles are not allowed in the area during the event hours. We ask for your cooperation. All booths are to remain open during the entire event. You may start closing down your booths 30 minutes prior to 5:00pm. However, vehicle access is not permitted until security has cleared the area of pedestrian traffic on Saturday evening. **Clean up of the booth area is the responsibility of the vendor. The area must be cleaned immediately upon closing.**

ELECTRICAL: Gas Generators are permitted; however, we request that the generators are placed behind booths to suppress generator noise. Any generated power found to be unsafe will be disconnected.

SALES INFORMATION: The Northern Nevada Black Cultural Awareness Society reserves the right to determine the business/organization/activities most suitable for the event.



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HEALTH & FOOD PERMITS: All food vendors are responsible for and must obtain food permits prior to participation, appropriate health permits with the County of Washoe. The address for obtaining these permits: Washoe County District Health Department – 1001 East Ninth Street P.O. Box 11130 – Reno, Nevada 89520 – Phone Number: (775) 328-2434 option #8 or at www.washoecounty.us/health (click on Forms-Application tab located on the left hand side in blue, then under Food Protection Program-Temporary Food/Special Events Food (Application, Annual Producer/Sampling Application and requirements only). Food vendors are required to purchase a one time “use permit” for this event and must provide proof of approved health permit with a list of all food items to be sold in your booth or booths.

BOOTH DÉCOR/AMPLIFIED MUSIC: Event committee asks that all vendors use tables, sandwich boards, easels, etc. to display all goods for sale. No item will be displayed on the ground or on the carpeting and the like. Signage and decoration of booths is encouraged as long as it is of good taste and does not interfere with neighboring vendors. Northern Nevada Black Cultural Awareness Society reserves the right to remove any décor determined to be offensive or inappropriate for the event. No amplified music (i.e. boom-boxes) is allowed that will interfere with neighboring Vendors. Vendors marketing music, tapes, and or CD's are expected and allowed to use amplification equipment, but within reason. Informational vendors you will need to have a canopy for your booth.

SPACE ASSIGNMENT: Booth space assignment and notification will be made on a first come first serve basis, according to the date of when the completed and paid application is received. We strongly urge you to reserve your space ASAP. Booth Space is designed for only a 12'x12' canopy. Canopies larger than the 12'x12', NNBCAS will be required to charge additional booth/vendor space fee.

BOOTH FEES ARE NON-REFUNDABLE: Vendors will be contacted to verify booth confirmations and space assignments.

DEADLINES: Non-food vendor applications and fees must be submitted by Wednesday, May 22, 2019. Food vendor applications and fees must be submitted by Wednesday, May 15, 2019.

(When you receive your confirmation from the NNBCAS office please retain a copy for your records.)

***Disclaimer:** *The Northern Nevada Black Cultural Awareness Society assumes no responsibility for inclement weather, any loss, theft, damage, or claim arising out of the participant's acts or omissions at the Juneteenth Celebration (Church in the Park).*

Please give a detailed description of booth and products to be sold or handed out during your event.

Food vendors, please list all items to be sold and if you will be using any flammable materials i.e., charcoal, propane tanks, wood chips. Only the products that you list can be sold.



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Applicant Signature: _____ Date: _____

Please mail this application, and vendor booth space fee to the address below. Make Checks Payable to: **NNBCAS**

NNBCAS
P.O. Box 21448
Reno, Nevada 89515

-OR-

You may pay your registration fee online at www.nbcas.org
Events & Programs: Juneteenth Celebration : PayPal Vendor Booth Registration
and email your completed form to admin@nbcas.org

BOOTH FEES

Informational Booths	\$30.00
Merchandise (Non-Food) Vendors	\$75.00
Food Vendors (<i>by May 22, 2019</i>).....	\$100.00
Late Fee (<i>after May 23, 2019</i>).....	\$30.00

ALL FEES ARE NON-REFUNDABLE

TOTAL.....\$ _____

If you have any questions please contact the NNBCAS Office @ 775-329-8990

www.nbcas.org

admin@nbcas.org