

Juneteenth OR



Juneteenth OR Officers:

- Director:**
Jenelle T. Jack
- Coordinator:**
Judy Kent
- Liaison Officer:**
Shawnee Norris
- Media Management:**
Jynnefer Robinson, MBA, GBA
- Public Relations:**
Heather Baker
- Onsite Manager:**
Shawn & Michelle Norwood
- Parade Event Manager:**
Annette Parker
- Secretary/Treasure:**
Marsha Peoples Jack, MBA
- Website Management:**
Wazir Robinson

IMPORTANT INFORMATION-PLEASE READ

JUNETEENTH – June 16, 2018

Juneteenth OR

1030 NE 24th
Gresham, OR 97030
www.juneteenthor.com
juneteenthor@gmail.com
Phone: 503-673-6195
Fax: 503-360-0921

It's about that time of year again to start planning the celebration of our annual Juneteenth OR festivities. Juneteenth is the oldest celebration commemorating the ending of slavery in the United States. Juneteenth OR plans to expand its reach by increasing participation of vendors, corporate and civic partners. Our goal is to attract more attendees and broaden the cultural, social, and economic impact of this celebration.

This year's Juneteenth OR celebration will be held on June 16, 2018 from Noon to 6:00pm at the Legacy Emanuel Field, between N Williams & N Vancouver on N Graham.

Vendor Area:

Vendor space is on a first come, first serve. The earlier you come to set up the broader selection you will have. See onsite Volunteer Onsite Event Managers if you have any questions. **PLEASE NOTE: Electricity is not provided.**

Vendor Agreement/Contract:

This Official Vendor Registration form must be completed and returned **by June 1, 2018.**

Vendor Fees: (tent, table and chair provided at an additional cost)

Non-Profit and Informational Human Services Vendor	\$40 – non refundable payable upon registration
Retail Vendors	\$60 – non refundable payable upon registration
Corporations and Food Vendors	\$100 – non refundable payable upon registration
Optional Fees:	
Add Tent	\$75 – non refundable payable upon registration
Add one (1) Table and two (2) Chair	\$15 – non refundable payable upon registration

The fee assists with the event activities. Payment must be received with the registration by the deadline of June 1, 2018.

You may pay online to: www.juneteenthor.com or send your check/money order to: Juneteenth OR – 15614 NE Rose Parkway – Portland, OR 97230. **FEE MUST BE INCLUDED WITH REGISTRATION FORM. Food vendors must complete the attached "Temporary Restaurant Form" required by Health Inspector.**

Utilities/Equipment:

If you need a tent, table(s), chair(s), electricity, etc. is not provided. You must provide any equipment/items for your space. If you require utilities you are responsible for bringing them with you. This form must be completed and submitted no later than **June 1, 2018.**

THIS IS A RAIN OR SHINE EVENT AND WILL NOT BE CANCELLED - ADMISSION FREE TO PUBLIC



VENDOR REGISTRATION and WAIVER FORM

MUST BE COMPLETED, SIGNED AND RETURNED IN ORDER TO PARTICIPATE
DEADLINE JUNE 1, 2018 - PAYMENT MUST ACCOMPANY REGISTRATION

Section A:

Name of Business:	
Type of Business:	
Contact Person:	
Address:	
City/State/Zip:	
Office Phone:	Cell Phone:
Email:	

Section B: Utilities

I understand that for the 2018 Juneteenth Oregon Celebration, I, the Vendor, will be responsible for providing my own tent, table(s), chair(s) unless selected for an additional fee. **See prices below.** Other utilities, electricity, and special needs are the responsibility of the vendor. Juneteenth Oregon **will not** be providing any electricity, generators or special needs.

Section C: Condition of the Agreement and Liability Waiver

I, wish to be a vendor at the Juneteenth Oregon festival. I also understand that I will provide any equipment needed to furnish my space (tent, table, chair, electricity, etc.). I will be set up by 12:00pm, at which I have not set up by that time, or made previous arrangements with the event manager, my space will be considered a “no show” and no refunds will be issued.
 I agree to conduct business in a responsible and professional manager. I release Juneteenth Oregon and its staff from any liability and take full responsibility for the products/services I bring to the Festival and the actions thereof.
 I have read and agree to all the terms and listed above.
 Included is my Vendor Fee: (No refunds)

Vendor Signature: _____ Date: _____

Please check Vendor Type:

Non-Profit and Informational Human Services Vendor	\$40 – non refundable payable upon registration
Retail Vendors	\$60 – non refundable payable upon registration
Corporations and Food Vendors	\$100 – non refundable payable upon registration
Optional Fees:	
Add Tent	\$75 – non refundable payable upon registration
Add one (1) Table and two (2) Chair	\$15 – non refundable payable upon registration
TOTAL FEES TO BE PAID WITH REGISTRATION	\$

Payments accepted by credit card, check or pay online at www.juneteenthor.com

___ Check Payment ___ Credit Card Payment:

Credit Card #

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Expiration ___/___ Security Code: _____

Payment by check and credit card

Return form and payment to:

or

Pay Online:

Juneteenth OR
 15614 NE Rose Parkway
 Portland, OR 97230

www.juneteenthor.com

For Official Use Only

Payment Method: _____ Forms Submitted: _____ Insurance: _____ Tent Permit: _____