

*****Registration*****

May 19th
May 26th
June 2nd
June 9th

6:30 p.m. - 7:30 p.m.
B.D.H.S. Center (Chestnut House)
1183 Chestnut Avenue
Austin, Texas 78702



For Office Use Only:

Permit #: _____
Booth #: _____
T/C Deposit: \$ _____
Total: \$ _____

**2022 Exhibit/Vendor
Registration Form
Event: June 18th, 2022, -10:am – 9:30:pm**

PARTIES: Central Texas Juneteenth (hereafter referred to as "AGENT") agrees to lease exhibit space in the form of an Exhibit/ Vendor booth as described in this contract in the designated Exhibition/Vendor Areas. By individual(s) or company named below (hereinafter referred to as "Exhibitor/Vendor"). Included in and made a part of this contract are the terms and conditions appearing on the reverse side.

****ALL VENDORS MUST ATTEND ONE REGISTRATION SESSION****

Company/Individual Name: _____ Contact Person: _____

Address/PO Box: _____ City: _____ State: ____ Zip: _____

Phone #: _____ Cell Phone #: _____

E-mail Address: _____

BOOTH RATES/ADDITIONAL FEES

Registration Dates: May 19th, May 26th & June 2nd. Times: 6:30pm – 7:30pm

Registration:

- 1/Day: Commercial/Business - \$250.00
- 1/Day: Non-Profit - \$150.00 (Must Provide 501(c) 3 LTR)
- 1/Day: Informational Booth - \$100.00

Additional Fees

- Clean-up deposit (See Terms & Conditions) - \$50.00
- Electrical Hook-Up – \$80.00
- Food Permits - \$114.00
- Table (1)/Chairs (2) Rental - \$60.00
- Additional Table/Chairs - \$10.00/each

LATE REGISTRATION: BOOTH RATES/ADDITIONAL FEES

Late Registration Dates: June 9th. Times: 6:30pm – 7:30pm

Registration:

- 1/Day: Commercial/Business - \$500.00
- 1/Day: Non-Profit - \$300.00 (Must Provide 501 LTR)
- 1/Day: Informational Booth - \$200.00

Additional Fees

- Clean-up deposit (See Terms & Conditions) - \$100.00
- Electrical Hook-Up – \$160.00
- Food Permits - \$214.00
- Table (1)/Chairs (2) Rental - \$120.00
- Additional Table/Chairs - \$20.00/each

BOOTH INFORMATION

BOOTH SPACE: Prior to completing this item, available selection(s) will be held for two weeks, pending Agent's receipt of contract requirements. **Full payment by cash, money order or cashier's check must be received with this contract.**

BOOTH SIGN: You shall provide a display sign that shall read:

PRODUCTS/SERVICES TO BE EXHIBITED: Exhibitor/Vendor shall exhibit, demonstrate, or show the following types of products/services in the booth space:

**Co-Sponsored by the City of Austin in collaboration with the Parks and Recreation Department
Benefiting Greater East Austin Youth Association (G.E.A.Y.A)
PLEASE MAKE CHECKS PAYABLE TO: G.E.A.Y.A/CENTRAL TEXAS JUNETEENTH
METHOD OF PAYMENT: CASH _____ MONEYORDER _____ CASHIER CHECK _____**

****No Personal Checks Accepted****

COVID-19 & Vendor Terms and Conditions

The lease term of this contract shall commence at 8:00 p.m. on Thursday, June 9th, 2022 (commencement date) and shall terminate: Saturday, June 18th, 2022 @ 10:pm. Exhibitor/Vendor shall make all checks payable to G.E.A.Y.A./Central Texas Juneteenth. By cash, money order or cashier's check (no personal checks will be accepted). AGENT will assign booth(s) in the order requests are received by AGENT. AGENT will not confirm booth assignment(s) until Exhibitor/Vendor has satisfied all requirements under this contract.

COVID-19 Guidelines & Restrictions:

1. **Social distancing must be maintained during all portions of the park.**
2. **Face Coverings are recommended before, during and after the park.**
3. **Pods will be set for all vendors with 6 feet or more distance apart.**
4. **Participants should not gather in groups more than 10 people.**
5. **If anyone who shows signs or symptoms, will be asked to go home, quarantine and seek a COVID-19 test. Before leaving you will be asked several questions:**
 - a. **Contact Information**
 - b. **Interaction with other while on the park.**
6. **Regularly and frequently clean and disinfect any regularly touched surfaces.**
7. **Disinfect any items that come in to contact with customers.**
8. **Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant prominently available throughout all work areas.**

BOOTH RENTAL: Exhibitor/Vendor is responsible for delivery, set up, tear-down, storage and protection of displays, goods, and materials. Pets, alcoholic beverages, and open flames are not permitted on site. One table and two chairs are available for a \$80.00 rental fee/Late Registrations \$160.00.

All rented tables and chairs must be returned by 9:30 pm on June 18th, 2022!

EXHIBIT/VENDOR DATE/SHOW HOURS: Each event will be open to attendees as listed on the Event Calendar. (Hereafter referred to as "show hours.")

INSTALLATION OF EXHIBITS: All booths must be ready for Exhibitor/Vendor occupancy a minimum of two hours prior to the start of each event. Move-in will not be permitted during show hours, no exceptions. No refunds will be provided-Seeing the Booth Refund and Cancellation Policy below.

DISMANTLING/PACKING OF EXHIBITS: Exhibitor/Vendor shall not pack equipment, literature, or other materials or dismantle exhibits until 9:00 pm on Saturday, June 18th. Exhibitor/Vendor shall remove all personal property from Rosewood or Boggy Creek Park by 9:30 pm on June 18th, 2022.

CLEAN-UP DEPOSIT AND REFUND: Exhibitor/Vendor shall remove all personal property, trash, and debris from the rented area (10x10 or 10x20 area) throughout the duration of each event. Exhibitor/Vendor will be charged a refundable \$50 clean up fee at check-in. Each area will be inspected and cleared by a Central Texas Juneteenth Representative upon departure. Exhibitor/Vendor must always keep area sanitary. Clean-up deposits will be reissued upon check out after inspection. City Health Inspectors will conduct inspections throughout each event.

If Exhibitor/Vendor departs WITHOUT area being inspected NO REFUND WILL ISSUED.

ON SITE CHECK-IN/PERSONNEL/BADGES: Exhibitor/Vendor must attend ONE of the Juneteenth Registration meetings held on May 19th May 26th, June 3rd and June 9th, 2022, at Britton, Durst, Howard, Spence Center (aka: Chestnut House) at 6:30 pm – 1183 Chestnut Avenue, ATX 78702. Permits must be readily available to Austin Police Department and Travis County Health Department inspectors on the day of the event. Tickets will be issued for noncompliance. Exhibitors/Vendors are fully responsible for noncompliance tickets.

BOOTH REFUND AND CANCELLATION POLICY: G.E.A.Y.A./Central Texas Juneteenth reserves the right, upon cancellation or forfeiture by Exhibitor/Vendor, to reassign and lease booth(s) assigned to Exhibitor/Vendor to any other applicant or Exhibitor/Vendor. In the event Exhibitor/Vendor cancels or forfeits this contract on or before June 9th, 2022, AGENT shall refund the rental rate less fifty (50%) of the total rental rate for the booth(s). In the event Exhibitor/Vendor cancels or forfeits this contract after June 9th, 2022; AGENT shall not refund any portion of the rental rate for the booth(s). All deductions made to the rental rate are to compensate AGENT as liquidated damages. AGENT and Exhibitor/Vendor agree that the actual amount of damages resulting from a cancellation or forfeiture by Exhibitor/Vendor would be difficult to determine and that the amounts specified in this paragraph are reasonable estimates of damages associated with a cancellation or forfeiture. All notices of cancellation must be in writing. No refunds for payments to any third-party including service contractors will be made or are the responsibility of AGENT. If Exhibitor/Vendor fails to arrive at booth location(s), set up and occupy booth(s) at the assigned times (**June 18th, 7:am-9:am**), Exhibitor/Vendor shall forfeit all rights and interest in the booth(s). If there are to be refunds issued a refund check will be mailed out on or before June 30th, 2022.

INDEMNIFICATION: Exhibitor/Vendor shall protect, defend, hold harmless and indemnify AGENT for any loss, damage, expense, or penalty arising from any action, including an action based upon strict liability or negligence, on account of personal injury or property damage to Exhibitor/Vendor, its employees, guests, licensees, convention attendees, or property. Exhibitor/Vendor shall assume all risk of any loss, damage, or injury.

ATTORNEYS' FEES: If Exhibitor/Vendor or AGENT is a prevailing party in any legal proceeding brought because of a dispute under or related to this contract, such prevailing party shall be entitled to recover from the non-prevailing party all costs of such proceeding and reasonable attorneys' fees.

SAVINGS CLAUSE, ACKNOWLEDGMENT, ENTIRE CONTRACT, AND ASSIGNABILITY: Should any clause of this contract be found invalid or unenforceable by a court of law, the remainder of this contract shall not be affected, and all other provisions of this contract shall remain valid and enforceable. Exhibitor/Vendor acknowledges that Exhibitor/Vendor has read this contract and understands its contents. The entire contract between AGENT and Exhibitor/Vendor and cannot be changed except by written agreement. AGENT and Exhibitor/Vendor acknowledge that there are no other contracts or conditions other than as set forth in this contract. This contract may not be assigned by either party without the written approval of the other party.

SPACE AGREEMENT: Providing for the safeguarding of Exhibitor/Vendor's products is the responsibility of Exhibitor/Vendor from the time such products are moved into the booth(s) until they are removed by Exhibitor/Vendor. The AGENT shall not be responsible for, or guarantee to Exhibitor/Vendor, the safety of any property against fire, accident, theft, or loss or against persons for injury. AGENT reserves the right to require Exhibitor/Vendor to terminate for the duration of show hours all activities conducted inside or surrounding an event and/or Exhibitor/Vendor's booth location(s) that AGENT, at its sole discretion, determines is inappropriate, disruptive, or offensive.

CARE OF PROPERTY: Exhibitor/Vendor shall not permit any property, article, or item to be brought into, or permit any act to be done inside or surrounding any Juneteenth event that will increase or void policies of insurance held by AGENT. Exhibitor/Vendor shall not permit any act by its employees or independent contractors that shall in any manner mar or deface the premises. Exhibitor/Vendor is responsible for damage done to all property where rental space.

This contract is effective upon the date the last party signs the final and complete negotiated contract.

Exhibitor/Vendor Signature: _____ Date: _____

Central Texas Juneteenth Rep.: _____ Date: _____

I have received a copy of the following:

- **2022 Central Texas Juneteenth Terms & Conditions**
- **COVID-19 Guidelines & Restrictions**
- **APH – Temporary Food Setup Guide**
- **AFD – Festival and Temporary Food Permit Vendor Guidelines**

Exhibitor/Vendor Signature: _____ Date: _____

COVID-19 Guidelines & Restrictions
Vendor Terms and Conditions

Permit #: _____

Booth #: _____

Event Date/Time: June 18th, 2022 – 10:am – 9:30pm

Setup Times: June 18th, 2022 - 7:am – 9:am

Teardown Time: June 18th, 2022 – 9:pm – 9:30pm

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- 4. Participants should not gather in groups more than 10 people.**
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- 8. Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant prominently available throughout all work areas.**

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EXHIBIT/VENDOR DATE/SHOW HOURS: Each event will be open to attendees as listed on the Event Calendar. (Hereafter referred to as "show hours.")

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CLEAN-UP DEPOSIT AND REFUND: Exhibitor/Vendor shall remove all personal property, trash, and debris from the rented area (10x10 or 10x20 area) throughout the duration of each event. Exhibitor/Vendor will be charged a refundable \$50 clean up fee at check-in. Each area will be inspected and cleared by a Central Texas Juneteenth Representative upon departure. Exhibitor/Vendor must always keep area sanitary. Clean-up deposits will be reissued upon check out after inspection. City Health Inspectors will conduct inspections throughout each event.

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COVID-19 Guidelines & Restrictions
Vendor Terms and Conditions

Permit #: _____

Booth #: _____

Event Date/Time: June 18th, 2022 – 10:am – 9:30pm

Set-Up Times: June 18th, 2022 - 5:am – 9:am

Tear-Down Time: June 18th, 2022 - 9:pm – 9:30pm

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How to Set Up a Temporary Event Booth

NO HOME-COOKED FOODS ALLOWED - LOS ALIMENTOS PREPARADOS EN CASA NO SE PERMITEN

BOOTH: A self-contained individual area of food handling. A booth cannot be divided by customer walkways.

Approved Booth Requirements

- PERMIT POSTED ON-SITE:** Failure to post may result in immediate closure and legal charges.
- FOOD SOURCE:** Prepare onsite or get from permitted food business. NO FOOD PREPARED AT HOME.
- HANDWASHING STATION:** Soap and Single-Use Towels with either a Temporary Handsink, or a Free-flowing Water Dispenser with Flip Spout (**NOT push-button**) and a Catch Bucket for Wastewater.

Approved Handwash Stations



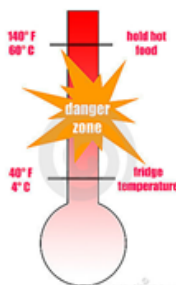
Approved Flip Spout



NO Push-Button Spout



- DISHWASHING STATION: 3 pans** 1) Soapy Water, 2) Clean Rinse Water, and 3) Sanitizer with Test Strips
Example: Mixture of Water & Bleach so that a Chlorine Test Strip measures between **50 - 100 ppm**.
- THERMOMETER:** Metal Stem (0° F to 220° F).
- WASTEWATER DISPOSAL:** Only in the Sanitary Sewer.
NO STORM DRAIN DISCHARGE. NO POURING ON GROUND.
- OVERHEAD & GROUND COVERING:** Required when outdoors.



PROPER FOOD TEMPERATURES (minimum)

Cooking:

- Raw Chicken – 165° F
- Raw Hamburger Meat – 155° F
- Raw Pork & Beef – 145° F

Hot-holding: 135° F or hotter

Cold-holding: 41° F or colder

If unable to keep food at proper temperature, then all food must be discarded **4 hours** after the cooking time.

(See back for important information from the Austin Fire Department)



Festival and Temporary Food Permit Vendor Guidelines

General Requirements:

- Permitted tents or tent groups must be NFPA 701 compliant and have proof of compliance attached to the tent fabric from the manufacturer.
- All food vendors, including out of town mobile vendors/trailers, must have a current health permit.
- Cooking tents/temporary structure must be located a minimum of 20 ft. from any permanent structure.
- Cooking tents with sidewalls must be separated from any/all other tents by 20 ft.
- Vehicles must be parked a minimum of 20 ft. from each tent/temporary structure.
- Cooking vendors must be separated from non-cooking vendors by a 12 foot fire break.
- Enclosed tents require proper exiting and signage (battery back-up/tritium, 7 ft. high).
- No smoking signs are required to be posted inside tent areas.
- Cooking and heating equipment shall not be located within 10 ft. of any exits or combustibles.

Fire Extinguishers:

- Each vendor/ tent must have a 2A10BC rated fire extinguisher.
- Any cooking operation involving combustible cooking media (frying vegetable or animal oils and fats) requires a Class K rated extinguisher, in addition to a 2A10BC rated fire extinguisher.
- All fire extinguishers must have a current annual inspection.
- Any solid fuel cooking operation (wood/charcoal) must have a minimum 2.5gl Class K extinguisher.

Propane:

- The number of appliances fueled by propane per vendor will be determined by the AFD inspector. Event setup, manufacturer recommendations, and public safety are a few of the things that AFD takes into consideration when making a determination of the number of propane fueled appliances allowed per vendor. A maximum 100 lbs. of propane in use per appliance, with a 200 lb. maximum of propane in use allowed per vendor.
- Propane bottles must be placed at the rear exterior of the tent for emergency access.
 - Emergency access must not require tent entry.
 - Propane cylinders must be secured in an upright position.
- Spare propane bottles are not allowed on site unless approved.
 - Designated area for spare and empty propane tanks must be established and approved by fire department.
- Propane appliances must have LPG stamped on their hoses.

Grills & Pits:

- No grilling with charcoal or wood is allowed under any tented structure.
- Outside BBQ pits with stacks must have a 5 ft. clear circumference from combustibles, a 15 ft. clearance above the stacks and a distance of 10 ft. from any permanent structure or 20 ft. from any tent.
- Homemade LPG appliances will be inspected individually and may not be authorized without an engineer's certificate.

ALL mobile vendors/trailers at special events are subject to a fire inspection.