

Russell Grove Association

Juneteenth Celebration

Saturday, June 17, 2023

11:00 AM - 5:00 PM

Non-Food Vendor Instructions

Dear Non-Profit, Crafter, or Independent Consultant Vendor:

The Russell Grove Association(RGA) is excited to announce that our Juneteenth Celebration will be held on Saturday, June 17th from 11:00 a.m. to 5:00 p.m. on the grounds of the Russell Grove Building at 8701 Otterburn Road, Amelia, VA 23002. This celebration will include food, crafts, informational booths, fun and live entertainment. Your participation is needed to ensure all participants have a variety of options.

If you want to sell food at your booth, **DO NOT use this form. This application is for Non-Food Vendors. Food Vendor Registration forms are available on our website at www.russellgrovenews.com**.

Non-Food Vendor Fees:

For a 12 x 12 booth space, the fee is \$45 for Non-Profit Organizations, Crafters, and Independent Consultants and \$50.00 for For-Profit Organizations, Crafters, and Independent Consultants. Payment is due with the application by ***April 3, 2023***. After April 3rd, the fee goes up so don't delay!

Please complete and return the Vendor Registration Form with your check/money order to:

Russell Grove Association, c/o Juneteenth Committee, PO Box 213, Amelia, VA 23002.

Equipment: Vendors must supply their tables and chairs and make sure everything fits into your assigned space. Also bring necessary items to securely anchor everything. No electricity is available. Only quiet generators will be allowed and must be approved by the Russell Grove Juneteenth Committee prior to use.

Set up is from 8:30 a.m. until 10:30 a.m. We will open at 8:00am. All vehicles must move to the parking area by 10:30 am.

Please be advised that any potential insurance risk is subject to your own personal insurance coverage. To ensure proper coverage and mitigate any potential risks to you, please contact your personal insurance agent. If you have insurance, please provide a certificate of insurance.

We will follow COVID-19 CDC protocols as directed by the Virginia Department of Health for attendees.

You will receive a Set Up Letter indicating your booth number and other pertinent information at least two weeks prior to the Juneteenth Celebration.

If you have any questions, please call LaTaisha Owens at 804-350-8325 or email lataishaowens@gmail.com.

Thank you for your interest. We hope to see you at our Juneteenth Celebration!

Russell Grove Association

Juneteenth Celebration

Saturday, June 17, 2023

11:00 AM - 5:00 PM

Set-Up 8:30am - 10:30am

Non-Food Vendor Registration Form

Payment is due with the Non-Food Registration form by **April 3, 2023**. Don't delay!

Please Note: No applications will be accepted after May 10, 2023.

Is your Business/Organization: Non-Profit: _____ For-Profit: _____

Business/Organization Name: _____

Contact Person: _____

Address: _____

Phone Number: _____

Email Address: _____

Brief description of the type of item(s) for sale and or information that will be distributed:

Registration fees for a 12 x 12 Vendor Space (all fees are non-refundable):

- Non-Profit:

Postmarked **BY** April 3, 2023 - **\$45 per space** Number of spaces _____

Postmarked **AFTER** April 3, 2023 - **\$55 per space** Number of spaces _____

Total Amount Due _____

- For Profit:

Postmarked **BY** April 3, 2023 - **\$50 per space** Number of spaces _____

Postmarked **AFTER** April 3, 2023 - **\$65 per space** Number of spaces _____

Total Amount Due _____

Checks/money orders should be made payable and mailed to: **Russell Grove Association c/o Juneteenth Committee PO Box 213, Amelia, VA 23002.**

Please contact LaTaisha Owens at 804-350-8325 or email lataishaowens@gmail.com if you have questions or need more information.