

Russell Grove Association

Juneteenth Celebration

Saturday, June 15, 2024

11:00 AM - 5:00 PM

Food Vendor Instructions

Dear Prospective Food Vendor:

The Russell Grove Association (RGA) is excited to announce that our Juneteenth Celebration will be held on Saturday, June 15th from 11:00 am to 5:00 pm 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 attendees have delicious food and drink options.

This application is for Food Vendors that plan to prepare food onsite. Only use this application if you plan to prepare food onsite. Applications for craft vendors and vendors that plan to prepare pre-packaged items at home are available on our website at www.russellgrovenews.com.

A 12 x 12 space is available for all organizations interested in selling food and/or drink items. The fee is \$45 for Non-Profit Organizations and \$50.00 for For-Profit Organizations. Payment is due with the application by **April 1, 2024**. After April 1st, the fee goes up so don't delay!

Set-up time is 8:30 am - 10:30 am. We will open at 8:00am. All vehicles must move to the parking area by 10:30 am.

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.

IMPORTANT

Enclosed, please find the Juneteenth Celebration Food Vendor Application and the Virginia Department of Health Application for Temporary Restaurant Permit. If you are interested in selling food and/or drinks at the Juneteenth Celebration, please complete each application and return as instructed below.

Russell Grove Association Juneteenth Food Vendor Application: Please complete and return the application, along with a check/money order for the space(s) to the Russell Grove Association, c/o Juneteenth Celebration Committee, P.O. Box 213, Amelia, VA 23002. If you have any questions, please contact LaTaisha Owens at (804)350-8325 or email to lataishaowens@gmail.com

Virginia Department of Health Application for Temporary Restaurant Permit: Please complete and return the VDH form no later than May 1st, to the Health Inspector, P.O. Box 392, Amelia, VA 23002. Fees are not imposed on non-profit organizations. Please direct questions regarding this permit to the **Amelia County Health Department at (804) 561-2711.**

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.

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

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

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11:00 AM - 5:00 PM

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

Food Vendor Application

Please complete the Food Registration application below. Payment is due with application by **April 1, 2024**.

Please Note: No applications will be accepted after May 10, 2024.

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

Business/Organization Name: _____

Contact Person: _____

Address: _____

Phone Number: _____

Email Address: _____

Individuals attending vendor space (minimum of two people): _____

Food and or drink items to be sold: _____

Will you have a Trailer? _____ Yes _____ No

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

- Non-Profit:

Postmarked **BY** April 1, 2024 - **\$45 per space** Number of spaces _____

Postmarked **AFTER** April 1, 2024 - **\$55 per space** Number of spaces _____

Total Amount Due _____

- For Profit:

Postmarked **BY** April 1, 2024 - **\$50 per space** Number of spaces _____

Postmarked **AFTER** April 1, 2024 - **\$65 per space** Number of spaces _____

Total Amount Due _____

Please return this vendor application and make checks/money order payable to:

Russell Grove Association, % Juneteenth Committee P.O. Box 213, Amelia VA 23002. Refer to our website (www.russellgrovenews.com) for additional information or contact LaTaisha Owens at (804)350-8325 or email lataishaowens@gmail.com.