

# Russell Grove Association

## Juneteenth Celebration

*Saturday, June 15, 2024*

*11:00 AM - 5:00 PM*

### Home to Market Vendor Instructions

Dear Prospective Home to Market Vendor:

The Russell Grove Association (RGA) is excited to announce that our Juneteenth Celebration will be held on Saturday, June 15<sup>th</sup> 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.

Please use this application if you want to sell “low risk” food prepared solely at your home. **DO NOT use this form if you are preparing any food onsite.** Food and craft vendor registration forms are available on our website at [www.russellgrovenews.com](http://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 Home to Market Vendor Application and the Virginia Department of Agriculture information. If you are interested in selling “low risk” foods at the Juneteenth Celebration, please complete the Home to Market application and follow the Department of Agriculture guidelines.

**Russell Grove Association Juneteenth Home to Market 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](mailto:lataishaowens@gmail.com)

**Virginia Department of Agriculture and Consumer Services Information:** Please read the requirements attached and direct questions regarding this information to the **Virginia Department of Agriculture and Consumer Services at (804)786-3520 or to [foodsafety@vdacs.virginia.gov](mailto:foodsafety@vdacs.virginia.gov).**

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!

# Russell Grove Association

## Juneteenth Celebration

Saturday, June 15, 2024

11:00 AM - 5:00 PM

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

---

### Home to Market 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](http://www.russellgrovenews.com)) for additional information or contact LaTaisha Owens at (804)350-8325 or email [lataishaowens@gmail.com](mailto:lataishaowens@gmail.com).