

# City of Racine 49<sup>th</sup> Annual Juneteenth Celebration



***It's that time of the year to start planning for the 2024 Juneteenth Celebration!***

Dear 2024 Juneteenth Celebration Vendor,

The 49<sup>th</sup> Annual Juneteenth Celebration will be held on Saturday, June 15, 2024, from noon to 8 p.m. This family-oriented event has become one of Racine's must attend events of the year, thanks to you and all you have to offer the community.

On behalf of the City of Racine Juneteenth Committee, we would like to thank you in advance for your participation. This year's theme is UJIMA – Stronger Together and we want everyone to be involved as it is a historical holiday for all.

We appreciate you for being a part of making this event an historical one on a consistent basis, while striving to bring something new and exciting to the community. We are excited with your participation and look forward to another successful Juneteenth holiday experience. This year there are some new and added guidelines on becoming a vendor. Please take advantage of the head start and get involved early.

The deadline for all vendor application and fees is **Thursday, May 29, 2024, by 4 p.m.** Once the Juneteenth Chair and/or Committee review your information, you will receive an email confirmation of vendor approval. **Vendors should know the space is 10' x 10' and all booth accommodations are on a first-come, first-serve basis.** There will be a 2024 Juneteenth mandatory vendor meeting at the Dr. John Bryant Community Center, 601 Caron Butler Dr., Racine, WI 53403. The date and time will be sent to vendors as we get closer to the event.

Once again, we would like to thank you for your continued support of the City of Racine Annual Juneteenth Celebration.

Warm regards,

Jaimie Kirkwood  
Dr. John Bryant Community Center Director & Juneteenth Chair



**"Stepping into History, Heritage and Culture"**

# City of Racine 49<sup>th</sup> Annual Juneteenth Celebration

## "Stepping into History, Heritage and Culture"

### 2024 Juneteenth Celebration Vendor Rules & Agreement

- Please be aware of the weather forecast and plan accordingly. Juneteenth is an outside event so be prepared for any weather. Tents, canopies, and pop ups must be secured to withstand the weather. Juneteenth ***will not*** be cancelled due to rain.
- The event begins at 12 p.m. and ends at 8 p.m. The breaking down time begins at 7:30 p.m., vendors will stop selling and passing out information at no later than this time.
- Vendors can begin setting up their booth at 6:00 a.m. All booths need to be completely set up by 10:00 a.m. and vehicles removed from the parking lot. No vehicles will be allowed in the parking lot or on the grounds after 10:00 a.m. If any vehicle is left on the grounds, they are subject to ticketing and towed at the owner's expense.
- Vendors space is 10' X 10'; vendors ***must bring their own*** tents, covering, tables, display stands, tablecloths, chairs, change/coins/bills, generators, and other items needed to successfully operate for the event. All items being exhibited/displayed **MUST** Be contained in the booth space. No items, solicitation, or set-up shall take place outside the assigned booth space. Garage space will be offered on a lottery basis.
- Vendors are required to be open during the entire event. You cannot vacate early. Your booth must be neat, attractive, and well-maintained. You are responsible for setting up, maintaining, removing your own booth, and cleaning up your area which includes charcoal, grease, litter from booth site, etc.
- It is suggested that all vendors and team members wear masks and practice social distancing, if the COVID-19 level is risky.
- The City of Racine Health Department and/or Police Department have the right to close your booth if you do not have proper permitting.
- The City of Racine Police Department reserves the right to escort vendors from the grounds if they are not in compliance with the Juneteenth Celebration rules.
- Please make sure your list of items you are selling is correctly reflected in your application.
- All listed items must be reviewed and approved by the Juneteenth Chair and/or Committee to be sold.
- Juneteenth Day Celebration will not allow anything to be sold with vulgar, offensive language, or gestures. This includes t-shirts, pictures, mugs, posters, audiotapes, etc.
- Food items require a specific permit from the City of Racine Health Department; it is your responsibility to get your permit. The phone number is **262-636-9203**. ***WE WILL NOT ACCEPT YOUR FOOD VENDOR APPLICATION, if you do not have the permit from the City of Racine.***

## **2024 Juneteenth Celebration Vendor Rules & Agreement (cont'd)**

- Food vendors, please read the City of Racine Health Department guidelines. Vendors agree not to reassign, sublet, or share any part of its assigned space with any individual, organization, or group.
- All site assignments will be given out at the Juneteenth Vendor meeting. Date to be determined.
- Any vendor who sublets or sells space will be removed from the grounds, all fees will be forfeited, and will not be allowed to participate in future years.
- Applications are subject to approval by the Juneteenth Celebration Chair and/or Committee.
- The Juneteenth Celebration Committee reserves the right to reject applications from concessionaires who have not followed the rules in prior years. Unacceptable behavior by vendor or anyone associated with vendor **will not be tolerated and subject to a minimum one-year suspension from future celebrations**. Your full compliance with the rules and regulations is expected.
- The City of Racine, City of Racine PRCS, and Juneteenth Celebration Committee is not responsible for any judgements, lawsuits, or any legal action brought against any vendor, regardless of the circumstances.
- All vendors must pre-register and have the vendor application and fees paid in full. **This fee is non-refundable, no exceptions.**
- Electricity and WIFI is not supplied for this event.
- All vendors must bring trash bags and trash containers to set up near their booth. Again, vendor's areas must be kept clean throughout the event/day.

### **ADDITIONAL CONDITIONS:**

1. All locations will be assigned by The City of Racine PRCS Staff and Juneteenth Celebration Committee. While written location requests will be considered, placement will be at the sole discretion of the Juneteenth Celebration Committee. Use of the celebration grounds is strictly limited to assigned locations.
2. Except for specified setup/load-in and breakdown/load-out times, vehicles will not be permitted on the event grounds. Vehicles will be removed immediately when asked to be by committee members and staff.
3. No vendor shall:
  - a. Attract attention to his/her booth by hawking or crying out.
  - b. Allow any waste, garbage, or any other refuse to remain in or near his space after the closing hours of the event.
4. **ALL** Vendors (even if vendor is sold out) do not begin striking their display until Saturday at 7:30 p.m. Booths must remain open until the event closes. Leaving early makes the event look in disarray; and vendors who leave early will not be invited to participate the following year.

**ADDITIONAL CONDITIONS (cont'd):**

5. All signs and displays must be of a professionally produced nature. Prices of items must be displayed.
6. Food/concessionaires are required to keep a neat, presentable booth always. Tables should be covered. Empty boxes and trash will not be permitted around the booth.
7. No Vendor Shall:
  - a. Sell or offer any unsanitary or spoiled food items.
  - b. Attract attention to his goods by hawking or crying out.
  - c. Transport or display food without adequate protection against contamination. Delivery trucks and other equipment used for transportation and display shall **always be kept clean.**
  - d. Allow any waste, garbage, or any other refuse to remain in or near his/her space after the closing hours of the event.
  - e. Sell any alcoholic beverages.
8. It is the sole responsibility of each vendor to obtain the applicable and appropriate state and local licenses and permits as well as payment of taxes pertaining to their operation.

**Please note:** food vendors will be **required** to have an inspection of their food operations by the City of Racine Health Department prior to opening on event day – Saturday, June 15, 2024.

City of Racine Health Department  
730 Washington Ave.  
Racine, WI 53403  
(262) 636-9203  
[www.cityofracine.org](http://www.cityofracine.org)

**APPLICATION PROCEDURE:**

The application with the following enclosures **MUST** be completed to be considered for participation:

1. Submit the completed application, vendor fee and applicable documents by the outlined deadlines to: Dr. John Bryant Community Center, C/O Juneteenth Committee, 601 Caron Butler Dr., Racine, WI 53403 or [racinejuneteenth@cityofracine.org](mailto:racinejuneteenth@cityofracine.org).
2. A photograph of the concession set-up and detailed description of products/items to be sold is required for vendors who have never participated in the Juneteenth Day Celebration (photo may also be emailed to [racinejuneteenth@cityofracine.org](mailto:racinejuneteenth@cityofracine.org)).
3. Detailed list of all proposed products/items sold identifying offerings and projected pricing for those offerings.
4. A refundable Damage Recovery Deposit of \$100 is **required** from all applicants along with their booth fee. This deposit will be applied to any cleanup or damage done to property from cooking oils, vehicle fluids, etc. during the event. If your booth area is maintained and properly cleaned at the end of the event, your deposit will be refunded.
5. **Certificate of Insurance naming City of Racine Parks, Recreation and Cultural Services Department as an additional insured.**

# CITY OF RACINE 49TH ANNUAL JUNETEENTH CELEBRATION

## VENDOR APPLICATION

### SATURDAY, JUNE 15, 2024, 12 P.M. - 8 P.M.



Contact Person: \_\_\_\_\_

Business/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Have you participated in the City of Racine Juneteenth Celebration held at the Dr. John Bryant Community Center in previous years? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_  
 If yes, where was your booth located? \_\_\_\_\_

**VENDOR OPPORTUNITIES - *Deadline: May 29, 2024***

- Food vendor  Novelty, Community Resource/Information, Corporate, Arts & Crafts vendor  
 Vendor booth: Non-profit \$100  Vendor booth: For-profit \$200  Garage booth: \$350

*Food vendors must have their applicable permits and licensing through The City of Racine Health Department. All booths will be placed on a first come, first serve basis. The garage booth is based on a lottery. Payment of \$200 is required with all request for garage booth. The lottery will take place during the **mandatory vendor meeting held on May 30, 2024**, at the Dr. John Bryant Community Center*

**PROPOSED MENU ITEMS** - List the items you want to sell at the event. Please try to be as specific as possible and list projected selling prices. Any changes in menu must be submitted in advance, in writing, and approved by the committee.

Menu Item	Price



Payment in full is requested upon submission of vendor application.  
 Please make checks payable to:  
**Racine/Kenosha Community Action Agency**  
**Memo : Juneteenth 2024**



Cash  Check # \_\_\_\_\_  Credit Card  Receipt # \_\_\_\_\_

# LIABILITY RELEASE

I, \_\_\_\_\_ (*your name*) hereby affirm that I have been well advised and thoroughly informed of the inherent hazards and policies of the event. I know that by participating in the 2024 Juneteenth Celebration, I am exposing myself to certain known and unknown liabilities in my direct and indirect actions with the public and invitees of this event. I also understand that if I choose to hire help for the event, that I am directly responsible for their actions or injury. I here by personally assume all risks associated with my voluntary participation in this event for any harm, injury or damage that may befall me or any employee or temporary help, as a result of my participation, whether foreseen or unforeseen. I understand and agree that Dr. John Bryant Community Center, located in The City of Racine in the state of Wisconsin, their employees, members and/or directors, officers and volunteers may not be held liable in any way for any occurrence in connection with my participation in the 2024 Juneteenth Celebration & event that may result in injury, death, or other damages to me or my family, heirs, or assigns, and in consideration of being allowed to participate in this event, I hereby personally assume all risks in connection with said event for any harm, injury, or damage that may befall me, including all risks connected therewith, whether foreseen or unforeseen; and further to save and hold harmless said event and persons from any claim by me, or my family, estate, heirs, or assigns arising out of my participation in this event.

I further state that I am of lawful age and legally competent to sign this affirmation and release, or that I have acquired the written consent of my parents or guardians; that I understand the terms herein are contractual and not a mere recital; and that I have signed this document of my own free will.

It is my intention by this instrument affirmed by my signature below to exempt and release The City of Racine, Parks, Recreation & Cultural Services, Dr. John Bryant Community Center, the Juneteenth Celebration Committee and their members, directors, officers and volunteers from all liability whatsoever for personal injury, employer's liability and workers' compensation, property damage or wrongful death arising out of or in the course of my participation in this event.

I have fully informed myself of the contents of this release by reading it before I sign it.

**Furthermore:** I, \_\_\_\_\_ (*your name*) hereby agree to indemnify and hold harmless the The City of Racine, Parks, Recreation & Cultural Services, Racine Juneteenth Committee, its agents, volunteers and officers from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in said activity, whether caused by negligence of Vendor/Releaser or otherwise. I understand that the City of Racine, Parks, Recreation & Cultural Services, nor Racine Juneteenth Committee does not provide any insurance coverage for vendor participants for any circumstances arising from their participation in this event or any activity associated with or facilitating that participation. I agree to abide by all of the 2024 Juneteenth Vendor Rules and Agreement, once this application and agreement are signed, please keep a copy of all signed documents for future reference.

By signing below, I hereby acknowledge that I have read, completed, and agreed to the above information.

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Business/Organization Name

Date

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Vendor's Signature

Vendor's Printed Name

If you need assistance with your application, contact [racinejuneteenth@cityofracine.org](mailto:racinejuneteenth@cityofracine.org)  
or  
Dr. John Bryant Community Center at (262) 636-9235



# NEXT STEPS

If you are interested in a booth at the 2024 Juneteenth Celebration and help impact our community in a meaningful way, please fill out the **Vendor Application**.

Forms can be submitted via email ([racinejuneteenth@cityofracine.org](mailto:racinejuneteenth@cityofracine.org)) or to the Dr. John Bryant Community Center (**601 Caron Butler Drive - Racine, WI 53403**)

We will contact you once forms are received.

If you have any questions, please contact us: **(262) 636-9459** or **(262) 636-9235**

Visit our website and socials to see what we do for the community everyday!



[facebook.com/RPRCS/](https://facebook.com/RPRCS/)

[facebook.com/Racine.Juneteenth](https://facebook.com/Racine.Juneteenth)

[cityofracine.org/ParksRec/](https://cityofracine.org/ParksRec/)

[instagram.com/racineprcs](https://instagram.com/racineprcs)



*Thank you!*