

United Community Awareness Program
109 Graham Street
Washington, Georgia 30673

June 5, 2023

Dear Vendo:

The United Community Awareness Program (UCAP) will be sponsoring a Juneteenth Celebration on June 19, 2023, from 10 a.m. to 4 p.m. on the downtown square of Washington, Georgia. We cordially invite you to participate.

If you are interested in being a vendor, please make check payable to **UCAP**, along with the application and health certificate (where applicable) to **Angela Booker** no later than **June 14, 2023**. You may also send payment via **Cash App @ \$UCAP2023**. For more info call **706.550.7090** or email ucapwilkes2000@gmail.com.

The cost for vendor entry is as follows:

- \$100 for all food vendors
- \$40 for all non-food related vendors

We thank you, in advance, for your consideration, cooperation, and collaboration. We look forward to this holiday as we acknowledge the great strides we have made as a nation!

Sincerely,

United Community Awareness Program Officers

Henry Crew, President

Adrienne Williams, Secretary

Monday, June 19th | 10 AM - 4 PM
Washington Square Commons
Hosted by:
United Community Awareness Program (UCAP)
2023 Vendor Application



- Food Vendors _____ Spaces x \$100 = \$ _____ Total (2 required for trailers)
- Arts & Crafts & Non-Food Vendors _____ Spaces x \$40 = \$ _____ Total
- Electric Required

Business Name Contact _____

Address _____

Contact # _____

Email _____

Please list/describe items or concessions to be sold: _____

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I have read & fully understand and agree to abide by all information in this application & 2023 UCAP Juneteenth Celebration policies, rules & regulations. I further understand that failure to comply with these policies, rules & regulations could cause me/my company to be banned from this and/or future events.

I hereby agree to indemnify & hold harmless the 2023 UCAP Juneteenth Celebration, the UCAP committee members, the City of Washington, the County of Wilkes, and any officials or employees, volunteers, or persons sponsoring, managing, or in any way participating in the 2023 UCAP Juneteenth Celebration from any loss, claim, penalty or lawsuit in any way arising from my involvement.

Applicant Signature _____ Date _____

2023 UCAP JUNETEENTH CELEBRATION VENDOR POLICIES, RULES, AND REGULATIONS

Policies:

- UCAP reserves the right to make the final decision on acceptability of an applicant.
- Cancellation and Refunds: NO REFUNDS will be given once you have been accepted as a vendor.
- Vendors are required to supply their own trash bags, keep your space clean and dispose of ALL trash in dumpsters onsite.
- Non-profits, organizations, religious groups, individuals, and candidates for State, Federal, and Local political offices can have literature available inside their booth space, but may not hand it out away from their booth space.
- Vendors unable to attend may not allow another vendor to take their space.
- Vendors are not allowed to change booth locations. Placement is at the sole discretion of the festival committee.
- Signage in your booth space must be restricted to the space size rented and may not be higher than 1 foot above your tent/trailer. Food vendor menus and prices must be easily visible and understandable.

Additional Rules of Use (City of Washington)

- Alcoholic beverages are not permitted on city property.
- No drugs or illegal substances are permitted on city property. Property must be cleaned after use (trash picked up, etc.).
- Attaching signs or other items to light posts, benches, trees, etc. is prohibited.
- Any tents or canopies have to be properly anchored using weighted ballasts. Ask for the tent safety sheet for more details.
- In the event of high winds, all tents and canopies are prohibited.
- Bouncy houses or any blow-up activities are not allowed unless approved by the City, AND must obtain one-day event insurance and list the City of Washington as secondary insured. Minimum of \$1,000,000 coverage for day/days of the event.
- All for-profit vendors must post a copy of a valid Business License.
- City property is available at no cost for local community events.
 - Eligible entities are local government agencies, non-profits, civic organizations, and churches.
 - If serving food must provide tax exempt letter or other valid documentation of non-profit status.
- Downtown specific
 - You must notify downtown business owners of the event.
 - No person shall drive stakes, posts, or any other device or dig holes for securing stakes, posts, poles, or another device for any reason. Including erecting a tent, stage, or other structure.
 - Food and merchandise vendors will are not permitted within 20ft of the active business entrance unless the business has given permission.
 - Activities that could damage the lawn are restricted.

Booth Set Up:

- Booth set up is from 8:00 am to 9:30 am the day of the celebration. If not on-site by 9:15 AM, Monday, you will NOT be allowed to set up. Vehicles will not be allowed to enter the event site after 9:15 AM.
- Before setting up, you must first check in with Event Representative in the Vendor Area.
- Before setting up, Vendors must unload their vehicles and immediately move it to the designated Vendor Parking no later than 9:30 AM. Vehicles may not re-enter the festival site until 4:00 pm. During the festival, no vehicles are permitted in the festival area.
- Vendors must provide their own tent, tables, chairs, display racks, lights, extension cords, **trash bags**, tools, and any other materials needed. Tents must be weighted and secured to withstand weather conditions. Vendors checking "Electricity Needed" on the application may use only ONE receptacle outlet (15 amp) per booth.

Booth Dismantle:

- Vendors may not begin booth dismantling before 4:00 PM "(except in an emergency)".
- Vendors must have their booth completely dismantled and dispose of ALL trash in dumpsters onsite.
- **Please use your own trash bags.**

Security and Insurance:

Neither UCAP, the City of Washington, nor Wilkes County takes responsibility for theft, loss, or damage to Vendor, Vendor merchandise, or personal property while setting up, participating in, or dismantling. Vendors understand that neither UCAP, the City of Washington, nor Wilkes County maintains insurance coverage on the Vendor's property. Insurance is the Vendor's responsibility.

