



*San Bernardino
Black Culture Foundation
P. O. Box 7288
San Bernardino, CA 92411-0288
Tax I.D. No. 95-3674139*

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January 11, 2010

Dear Potential Vendors,

The 41st Annual Black History Parade will be held Saturday, February 6, 2010.

Registration and line up begin at 8:00a.m. The Parade will begin at 10:00a.m. Our theme this year is, Building Bridges Between Cultures and Generations. The Parade will start at 8th and "E" Streets and proceed south on "E" Street, until we conclude at Second Street.

Our 8th Annual Expo will be hosted by City of San Bernardino City Hall, located at 300 North "D" Street, San Bernardino, CA. All Vendors are required to be self-contained and will be provided a 10X10 space to set-up. Retail Vendors must have a license or permit to do business in the City of San Bernardino. Permits can be obtained through the City of San Bernardino at 300 N. "D" Street, San Bernardino CA or you may call them at (909) 384-5302.

In addition to permits, all food vendors must obtain proper clearance from the Environmental Health Department; you may visit them at 385 N. Arrowhead, San Bernardino CA. or you may call them at (909) 387-4198.

Please fill out the attached application and send a copy of all permits, proof of insurance, proof of non-profit status and vendor fee(s) to P.O. Box 7288, San Bernardino, CA. 92411; or you may fax it to (909) 874-7286 by January 25, 2010. Late applications will not be accepted unless postmarked by January 24, 2010.

If you have any questions or concerns you may contact the Expo Chairperson at expo@sbbcf.org.

Sincerely,

Jessica L. Garcia
Expo-Chairperson

**San Bernardino Black Culture Foundation
8th Annual Expo**

Building Bridges Between Cultures and Generations

Date: February 6, 2010
Time: 11:00a.m. – 4:00p.m.
Location: City of San Bernardino City Hall
300 North “D” Street
San Bernardino, CA. 92418
Deadline to Apply: January 25, 2010

Booth Information

Name of Organization: _____

Address: _____
Street City Zip

Name of Representative: _____

Phone Number: _____ Fax Number: _____

Cell Number: _____ E-Mail Address: _____

Fed Tax ID #: _____ City Lic. #: _____

PLEASE PROVIDE INFORMATION ABOUT THE TYPE OF SERVICE YOU PROVIDE:

Cost for Vendors: Non-Profit Suggested Donation \$20.00 All Other Vendors \$65.00

**Note: All Vendors will be provided a 10x10 space and must be self contained*

Expo Set-Up will begin at 8:00a.m.; break down will take place at 4:00p.m.

- Yes, we will participate and are self contained
 No, we will not be able to participate at this time

I hereby submit our Organization/Business at our risk and subject to all Expo rules and regulations. I further agree that if any damages or losses occur from any cause, I will make no claim nor bring any legal or other action against the San Bernardino Black Culture Foundation, its Board, member or employees for any personal injuries or property damages. I also agree to release and hold harmless the management, and any of its members or agents, and/or the owners or managers of the City of San Bernardino, from any loss, damages, or injury resulting from participating in the above event.

Signed: _____ Date: _____

Black History Exposition Rules and Regulations

Applications are welcomed on a first come first serve basis and all are subject to Chairperson Approval before the applicant can attend the Event; if applications are not received and/or postmarked by January 24, 2010 with the required documentation the applicant will forfeit any fee(s) turned in as well as their position at the 8th Annual Black History Expo.

NO EXCEPTIONS!

Any Vendor who arrives at the Black History Expo and has not been previously cleared by the Chairperson will not be allowed to participate.

Vendors will be assigned a 10x10 booth based on the date the application is received. All Vendors will need to be self-contained and will be provided with a 10X10 space.

All Vendors will comply with set-up and break-down time lines. Anyone who arrives early will not be able to set-up earlier than 7:30 a.m. Vendors have until 9:00 a.m. to arrive at San Bernardino City Hall to unload and set-up due to road blocks that will be enforced the day of the event. Vendors will be given one complete hour to clean up and breakdown from 4:00p.m. - 5:00p.m.

Vendor Check List

1. ___ Application completed and signed by January 25, 2010
2. ___ Copy of License or Seller's Permit to do business in San Bernardino
3. ___ Copy of Environmental Health Department Clearance
4. ___ Vendor Booth Fee(s): Non-Profit Suggested Donation \$20.00 All Other Vendors \$65.00
5. ___ Copy of Non-Profit Status
6. ___ Copy of Insurance