



# K-9 PET FAIR & MUTT STRUTT



## VENDOR RULES & PROCEDURES

**NO ELECTRICITY IS AVAILABLE ON SITE. Vendors must provide entirely for their electrical needs.**

**Set up: 6:00am**

**Vendors Must Be Open and Ready for Inspection: 8:30am**

**Tear Down: 1:30-2:30pm**

**Tear Down Must Be Complete and Booth Areas Must Be Clean: 2:30pm**

- **Booth Space is 15' x 15'.** If you require additional space, more than one booth space must be purchased.
- **Set-up begins at 6:00 AM.** No early set up! **Vendors and Contestants must be open and ready for business by 8:30 AM, November 22, 2008.**
- **All vendor vehicles must be off park land by 8:00 AM sharp.** All vehicles not in compliance will be immediately towed at owner's expense.
- **Vendors and contestants must provide own electrical power as needed.** No electricity is available at the site.
- Vendors and contestants are responsible for all costs, labor, materials, equipment, tenting, and supplies and any other items necessary for the performance of their participation in the K-9 Pet Fair & Mutt Strutt. Generators, propane heaters are permitted for heating purposes but will be used at the discretion and responsibility of the vendor or contestant using them. It is recommended that each vendor bring ample dollar change to conduct sales transactions, and a trash receptacle with garbage bags.
- All food vendors / contestants must also obtain a Food Permit from the Imperial County Health Department and provide a copy to the City of El Centro of prior to November 7, 2008. Food vendors must abide by all Health Department Rules and Regulations, including providing proper hand and utensil washing stations and displaying permit on the front of vendor booth.
- Each team will be responsible for cleanup within their assigned space and are expected to do so within a timely manner.
- No outside entertainment (ex: bands, karaoke, singers, radio, etc) will be allowed in vendor booths.
- Entry fee must be received at time of application, no credit can be extended. All checks must be made payable to the City of El Centro.
- All vendor applications are subject to approval. Entries will be processed on a first-come first-served basis and no space will be held without application and entry fee being turned in. No refunds will be made to those vendors who cancel.
- The City of El Centro reserves the right to assign vendor spaces and will do our best to meet any special needs or requirements.
- **We encourage you to decorate your booth and please be creative!**

**Any violation of these rules may be grounds for disqualification, eviction from K-9 Pet Fair & Mutt Strutt and future denial of participation.**

**For more information contact Sierra Gordon at 760-337-3858 [sgordon@cityofelcentro.org](mailto:sgordon@cityofelcentro.org)**