

CHRISTMAS TREE LIGHTING FRIDAY, NOVEMBER 30, 2018



VENDOR INFORMATION:

Business License# or Nonprofit ID#: _____
(If you do not have a business license or nonprofit ID, also fill out Section B)

Organization Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____

Describe fully the proposed use of booth space and exact product(s) to be sold or distributed: Selling products
 Information only

Total number of adults manning the booth: _____ Total number of minors: _____

SECTION B: If you do not have a business license or are not a nonprofit organization, please complete this section.

I (PRINT NAME) _____ understand that I am being granted a one (1) day, one (1) time, special event business license to participate in this event. This one day special event business license is only valid during the date and time of this event. I understand if I wish to sell goods or services outside of this event I must obtain an annual El Centro business license.

INITIAL: _____

The vendor signing this application hereby acknowledges they have read, understand and agree to all of the "Christmas Tree 2018" vendor procedures and rules, including the Health Department rules and regulations, and agrees to abide by the said procedures and rules if space is assigned to participate. The vendor certifies that all information contained in this application is true and correct. My organization members, volunteers and I agree to be photographed and/or filmed/videoed by the City of El Centro and other media which may be used for publicity and/or publications. The above named company, individual or organization and all related individuals shall indemnify and hold harmless the City of El Centro, and all related persons and entities including owners, directors, management personnel, employees, contractors, volunteers, agents, representatives and attorneys from and against any and all claims, demands, actions, liabilities, damages, losses, costs, and expenses (including attorneys' fees, court costs, and any other professional fees) or judgments arising out of, or in connection with, any claim, demand or action made by any third party, if such are sustained as a direct or indirect consequence of participation in the "Christmas Tree" event to be held in El Centro, California.

Signature: _____ Print Name: _____ Date: _____

NO EXCEPTIONS

Food Vendor Deadline
NOVEMBER 14, 2018



Vendors Not Selling Food
Deadline **NOV. 27, 2018**

FEES: (Non-Refundable)

- \$65.00 profit or non-profit selling products
- \$30.00 Information booth only
- Make checks payable to: City of El Centro
- 12 x 12 Space
- NOTE: Vendors must provide their own power source and equipment (i.e. tents, tables, chairs, etc.)

This is an outdoor event.

BE SURE TO INCLUDE THE FOLLOWING:

- Certificate of liability insurance
- Copy of business license
- Food vendors must obtain and/or show proof of Imperial County Health Department food permit

Incomplete applications will not be accepted.

FOR OFFICE USE ONLY		
Date Submitted:	Insurance Policy Yes No Approved:	Application: Approved Denied
Amount Paid: \$	Food Permit Required: Yes No (if yes, was copy Yes No submitted)	Copy of Business License: Yes No
<input type="checkbox"/> Selling Products <input type="checkbox"/> Information Only		One Day Permit

Vendor Rules & Procedures

Christmas Tree Lighting - 2018

<p style="text-align: center;">Set up begins: 2:00pm Vehicle must be off park land/street: 4:00pm Vendors must be open & ready for inspection: 4:00pm Vending: 5:00pm - 9:00PM Tear down: 9:15pm - 10:30pm</p>	<p>El Centro Community Center 375 South First Street El Centro, CA 92243 (760)337-4555 www.cityofelcentro.org</p>
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- The City of El Centro (“City”) reserves the right to deny vendors and limit the number and types of vendors.
- Vendor booth space is 12’ x 12’. If you require additional booth space, additional space must be purchased. Event space is very compact hence; the booth space requirement will be strictly enforced.
- **Vendors must provide their own power source. No electricity is available at the site.**
- Vendors are responsible for all costs, labor, materials, equipment, tenting, and supplies and any other items necessary for the performance of their participation in the. Vendors must provide their own tables, stoves, grills and other cooking equipment and utensils. Generators and propane heaters are permitted for heating purposes, but must be used at the discretion and responsibility of the vendor using them. If staff determines that the noise level produced by the vendor’s generator interferes with the event, then the vendor will not be allowed use the generator between the hours of and . It is recommended that each vendor bring a trash receptacle and garbage bags, and ample change for sales transactions.
- Food vendors must also obtain, show proof, and provide to the City of El Centro, a copy of a food permit from the Imperial County Health Department, prior to Nov. 14 2018. A copy of the permit shall be displayed on the food vendor’s booth and be visible to the public during the event. Food vendors must also abide by all Health Department rules and regulations, including having proper hand washing stations within each booth.
- Each vendor will be responsible for cleanup within their assigned space and is expected to do so prior to 10:00. p.m. The City of El Centro, its employees and/or agents are not responsible for any items left on the premises by vendors prior to and after the event.
- No signs may be posted anywhere at the special event other than at the vendor’s booth.
- No outside entertainment (i.e.: bands, karaoke, singers, radio, sound system equipment, etc) will be allowed in the vendor’s booth.
- Entry fees must be received at the time of application and no credit will be extended. All checks must be payable to the City of El Centro. **No refunds – No exceptions.**
- Food vendor applications are subject to approval. Entries will be processed on a first-come, first-served basis and space will not be reserved without the application and entry fee.
- The City reserves the right to assign vendor spaces and will do its best to meet any special needs or requirements.
- The vendor shall maintain, prior to the beginning of and for the duration of this permit, a policy of public liability and property damage insurance naming the City of El Centro as an additional insured thereunder.
- The vendor shall inform the City immediately about accidents or emergency situations that occur or arise throughout the duration of the use. If any aspect of the area appears unsafe, it is the vendor’s responsibility to notify the City’s staff and to take actions that will ensure participant safety.
- The vendor shall comply with all applicable Federal, State and local laws, ordinances, codes and regulations.
- An adult shall be present in the booth at all times. Unaccompanied minors will not be allowed in the booth.
- If the vendor, or the vendor’s participants or guest engages in an inappropriate or unsafe manner, including but not limited to: appearing be intoxicated or under the influence of a controlled substance, unreasonably rowdy behavior or causing trouble and/or whose presence detracts from the safety, welfare and well-being of other participants, then he/she/they will be asked to leave the premises.
- Except if expressly stated, no third party is a beneficiary of this permit. Vendors shall not assign the benefits or obligations granted pursuant to this permit. Any assignment shall constitute a default and is grounds for immediate termination of this permit, at the sole discretion of the City.
- City personnel shall have full access to booth/activity if necessary, in order to insure that all policies and regulations are being observed.
- We encourage you to decorate your booth! Please be creative!
- **The City reserves the right at any time to make reasonable changes to or rescind any of these rules & regulations. Any violation of these rules may be grounds for disqualifications, removal from the event and/or banning from future participation.**

For more information contact us at (760) 337-4555 or marthar@cityofelcentro.org