

IMPERIAL CHAMBER OF COMMERCE

Holiday Vendor Application

Friday, December 7, 2018 – Parade of Lights

Saturday, December 8, 2018 – Christmas in a Small Town

Deadline to Submit Vendor Applications and Fees

Food Vendors	Friday, November 16, 2018
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Non-Food Vendors	Friday, November 30, 2018
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- *The Imperial Chamber reserves the right to reassign or change vendor booths.*
- *Booths will be assigned at the time of application submission.*

Vendor Application

Organization/Company Name:

Contact Name:

Address:	City	State	Zip Code
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Email:

Cell Phone:

Items to be sold:

Applications will not be accepted without the following. NO EXCEPTIONS.

- **Certificate of Insurance/or Signed Release of Liability Waiver:** Please include the Imperial Chamber of Commerce as “Additionally Insured” on COI.
- **Payment:** Cash, Credit, Check, Cashier’s Check, or Money Orders made out to Imperial Chamber of Commerce.
- **Completed Food Permit Form/or Copy of Food Permit.**

By signing this form, I acknowledge that I have received, read, understand and agree to adhere to Rules and Regulations of the 30th Annual Christmas in a Small Town.

Printed Name: _____ Signature: _____ Date: _____

Booth Sizes	Parade of Lights Booth Fees	Christmas in a Small Town Booth Fees	Check Applicable
12x12 (1 Space)	\$65.00	\$65.00	
12x24 (2 Spaces)	\$120.00	\$120.00	
12x36 (3 Spaces)	\$175.00	\$175.00	
12x48 (4 Spaces)	\$240.00	\$240.00	
Food Permit Fee	\$25.00	\$25.00	
		Total Due:	

For Office Use Only

Parade of Lights:	Christmas in a Small Town:	POL-Booth No:
Total Collected:	Payment Method:	CIST-Booth No:
Copy of Insurance:	Food Permit Application:	Staff Initials:

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RULES & REGULATIONS

APPLICATIONS: Applications need to be turned in at the Imperial Chamber of Commerce by 5:00 pm on the following dates:

***FOOD VENDORS:** Friday, November 16, 2018

***ALL OTHER VENDORS:** Friday, November 30, 2018

FEES: Payment is due with each completed application. **All fees are non-refundable.** Booth location is on a first come, first serve basis.

CERTIFICATE OF LIABILITY INSURANCE: **ALL** vendors must provide a Certificate of Liability Insurance form listing the Imperial Chamber of Commerce as “Additionally Insured”. **NO EXCEPTIONS!**

FOOD PERMITS: Vendors applying for Temporary Food Facility Permits are to have their completed application and payment into the Imperial Chamber of Commerce by Friday, November 16, 2018. There is a \$25 fee for the Permit. Vendors who have their own Business Permit must provide a copy to the Imperial Chamber with the vendor application and payment. **ALL PERMITS NEED TO BE VISIBLE & DISPLAYED AT THEIR ASSIGNED BOOTH/SPACE.**

BOOTH/SPACE: Vendors must provide their own tables, chairs, tent/canopy, merchandise, etc. All tents/canopy need to be secured to the ground.

ELECTRICITY: There are no electrical outlets or equipment available at this event. Vendors must provide their own electricity.

TRASH: Vendors must keep their booth areas clean. Dispose of all trash in the appropriate receptacles.

MUSIC: Vendors are NOT allowed to play music in their booths.

LOSS OR DAMAGES: The Imperial Chamber of Commerce and the Associated Parties therein are not responsible for any losses or damages incurred to the Vendor, their property or merchandise while attending this event.

SET-UP: POL- Vendors may begin setting up by 4:30 pm. All vehicles must be ready for inspection by 5:00pm

CIST- Vendors may begin setting up their booths at 6:00 am. All vehicles must be off the road by 8:30 am. Please be set up and ready for booth inspection at 8:30 am.

DISMANTLE BOOTH: POL- Vendors may disassemble their booth at the conclusion of the event and leave the premise by 10:00 pm. **CIST-** Vendors may disassemble their booths at the conclusion of the event at 3:00 pm and leave the premise by 5:00 pm.

Any violation of these rules may be grounds for disqualification, possible eviction from the “Parade of Lights and/or Christmas in a Small Town” event and denial of future participation. Upon reading, understanding, and agreement to the above, please complete and sign the first page of this application.

Submit applications to 101 East 4th Street, PO Box 296, Imperial, CA 92251, faxed to (760) 355-3920, or emailed to frontdesk@imperialchamber.org.

THANK YOU FOR PARTICIPATING!