



Pony Express Days Festival - Saturday, June 3, 2017

Vendor Applications due on or before Friday, May 19, 2017

- The Pony Express Days Celebration and Festival is an old-fashioned, family friendly festival. The festival is a gathering of families, artisans, craftspeople and community groups.
- We support shopping local with an emphasis on quality merchandise. The selling of imports or manufactured goods is discouraged. Returning, local vendors will be given registration priority. We reserve the right to approve all vendors.
- Read the "Vendor Guidelines" prior to completing this application and use the "Checklist" as your guide to make sure you are sending us all required materials. Direct any questions to Heather at the McKinleyville Chamber of Commerce at (707)839-2449 or heather@mckinleyvillechamber.com

USE THE FESTIVAL CHECKLIST AS YOUR GUIDE WHEN FILLING OUT THIS APPLICATION

Thank You for Printing Legibly

APPLICANT

Contact Person _____ Business/Organization _____

Address _____ City, State, Zip _____

Email _____

Phone: Day _____ Cell _____

Permits/Licenses

FOOD VENDORS ONLY: An approved Humboldt County Division of Environmental Health Temporary Food Facility Permit is required.

CA Seller's Permit # _____

Reseller permit # _____ (for out-of-state vendors without a CA Seller's Permit)

BOOTH TYPE

- Arts and Crafts Food/Beverage Informational booth/non-profit
 Informational booth/for-profit Kid Zone (entertainment/activities for the family)

- Food Booths will be located near the new gazebo at Pierson Park (limited electrical is available for food booths only)
- Kid Zone will be south of Azalea Hall; if you're a vendor catering to children this is your best spot!
- All other booths will be face-to-face in the north east corner of Pierson Park.

Our set-up will also include:

- Required walkway spaces
- Conformation to fire laws
- ADA compliance
- We will have help available for your set up and take down.

ITEMIZATION: The Pony Express Days Festival discourages the selling of imports or manufactured goods. Please give a description of the merchandise you plan to sell at the festival. We reserve the right to request the removal of displayed items that have not been pre-approved and are found to be inappropriate.

INSURANCE

I have enclosed or will be forwarding my certificate of insurance naming McKinleyville Chamber of Commerce as “Additional Insured”. I understand that my application will not be complete until the certificate of insurance is received. The certificate shows proof of Comprehensive General Liability of \$1,000,000, \$1,000,000 aggregate, including products completed operations, personal injury, fire legal \$50,000, and medical payments of \$1,000.

Applications and fees are due on or before Friday, May 19, 2017. You may email a copy of your paperwork. Your original, signed application is required to guarantee your space.

FEES:

Booth Type	Fee
Food Vendors:	\$150
Arts & Crafts Vendors:	\$75
Kids Zone Booth:	\$75
Informational Booth:	\$75
Non-Profit Vendor Booth:	\$75
Non-Profit Informational Booth:	\$50 (only 5 spots available)

NO STROLLING VENDORS

CERTIFICATION: The McKinleyville Chamber of Commerce assumes no responsibility for personal injury or damage to, loss or theft of any merchandise. I understand that I am responsible for providing Proof of Insurance. My participation is contingent on my compliance with all the rules of the Pony Express Days Festival.

I understand if I chose to relinquish my booth space after my application has been processed; twenty percent of my payment will be retained as a processing fee.

There will be no partial refunds given after Friday, May 19, 2017.

I hereby certify that the above information is true and correct.

Signed: _____ Title: _____

Date: _____

PAYMENT: Please indicate form of payment below.

Total Payment: \$ _____

Cash

Check Check #: _____

Credit Card

Cardholder Name: _____

Signature: _____

Card #: _____ - _____ - _____ - _____ Exp. Date _____

You will be contacted with a confirmation email. Please add us to your contacts and/or check your spam folder for our email.

Thank you!

Your support of the Pony Express Days Festival is greatly appreciated.