



Checklist for Pony Express Days Festival Vendors

McKinleyville Chamber of Commerce
P.O. Box 2144, McKinleyville, CA 95519
(707)839-2449
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Application Packet is due Friday, May 19, 2017

Make sure your application is filled out in its entirety. Mark items that are non-applicable with NA.

Use this checklist to help you with your application.

All Vendors

- Reviewed "Event Guidelines".
- Completed all sections of the "Pony Express Days Festival Vendor Application".
- Submitted certificate of insurance with my application, check with your carrier to be sure they sent it to us.
- Submitted payment in total, payable to: McKinleyville Chamber of Commerce.

Food Vendors ONLY

- Submitted the approved Temporary Food Facility Permit, issued by the Humboldt County Environmental Health Department. This process can take up to two weeks – get started early! Submit your payment for this permit to the Humboldt County Environmental Health Department. 100 H Street, Suite 100 Eureka, CA 95501. Phone: 707.445.6215

Thank you!
We are so pleased that you will be joining us at this year's
Pony Express Days Festival!