



Checklist for Pony Express Days Festival Vendors

McKinleyville Chamber of Commerce
P.O. Box 2144, McKinleyville, CA 95519
(707)839-2449
heather@mckinleyvillechamber.com

Application 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.

- 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

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

Vendor Guidelines/Requirements 2017

Read before completing your application

Date: Saturday, June 3, 2017

Time: 12:00 p.m. to 4:00 p.m.

Booth Set-up: 8:00 a.m. to 10:30 a.m.

Vehicles must be off the park grass by 11 a.m. The roads are blocked off for the parade at 10:30 a.m. so you must be in the perimeter before then or you will be blocked out.

Booth Clean-up: Booth break down is from 4:00 p.m. to 5:00 p.m., please do not break down until the festival is over.

Insurance

All vendors including non-profits are required to submit a Proof of Insurance with a \$1,000,000 minimum liability coverage with their application. If you have an existing policy, please request a certificate of insurance naming the McKinleyville Chamber of Commerce as an "Additional Insured". The certificate must show 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.

Insurance Rider Information

Additional Insured: McKinleyville Chamber of Commerce
P.O. Box 2144, McKinleyville, CA 95519
Pony Express Days Festival at Pierson Park, McKinleyville

Booths

Dimensions:

Booth spaces measure 11' across by 11' deep. Booths (including chairs, supplies, poles, etc.) must fit within these dimensions. If a larger space is needed, you may apply for two spaces. All vendors provide their own booth structure. Food vendors must have a fully enclosed booth. Safety first! You will be assigned a spot and need to check in when you arrive.

Booth Locations:

Food Booths will be located near the gazebo in Pierson Park.

The Kid's Zone will be located on the south side of Azalea Hall.

All other booths will be face-to-face and located on the north east corner of Pierson Park.

We are require to have "walkways" spaces so that visitors can have access to the surrounding merchants. This layout conforms to all fire laws and ADA requirements.

Decorations:

This is a family-focused event, thanks for decorating your booth appropriately. No drugs or controversial themes will be allowed. Chamber officials will check decorated booths before opening. Any vendor found in violation of this requirement will be asked to take down their decorations and/or leave the event and will forfeit their booth fee.

Booth Types

Non-Profit Information Only: (5 available) available for certified non-profit organizations. These are for organizations that do not provide retail products for sale, but would like to promote their services and participate in the festivities.

Kid's Zone Vendors: Available for vendors in the kid's zone providing family-friendly activities, crafts or entertainment.

Arts and Crafts Vendors: Products need not be handmade.

Food Vendors: For those preparing and selling food or beverages.

Food Booths

All food and beverage booth vendors are required to submit an application for temporary food facility permit to the Humboldt County Environmental Health Department. Contact them for your application at 100 H Street, Suite 100 Eureka, CA or (707)445-6215.

- Your application can take up to two weeks to process – turn it in early!
- Applications turned in less than 10 weeks days before the event may have the fees doubled.
- Display the approved temporary food facility permit along with your business license at your booth the day of the event.

Food and beverage booths must also adhere to the Arcata Fire District's Street Booth Regulations. See the copy of the regulations. Should you have any questions before the event, contact the Arcata Fire District at 2149 Central Ave., McKinleyville, CA 95519 or (707)825-2000.

California Sellers Permit

If you will be selling anything that is taxable, you must fill in your California Seller's Permit Number on your application. If you do not have a CA Seller's Permit and need one, you can apply with the State Board of Equalization in one of the following ways:

1. Use the electronic registration at www.boe.ca.gov/info/reg.htm
2. Call the BOE at 1(800)400-7115
3. Apply in person – look up the nearest field office at: www.boe.ca.gov/info/phone/htm

Allow four weeks to process your California sellers permit application.

According to the Board of Equalization Office, any food or beverage items requiring preparation are taxable. Additionally, all carbonated beverages are taxable. Prepackaged foods and non-carbonated prepackaged beverages are not taxed.

Water and Electricity

You will need to bring your own bucket to transport the water available from Azalea Hall. The water is located near the eastern entrance to Azalea Hall. We will not have electricity. If you need electricity, you must provide your own approved, quite, smoke-less generator.

Cancellations

If you choose to relinquish your space after your application has been processed, twenty percent of your payment will be retained as a processing fee. No partial refunds will be given after **Monday, May 22, 2017**.

The festival takes place rain or shine. **There are no refunds for inclement weather.**

Pony Express Days Festival Application

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

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.