



## Pony Express Days Festival - Saturday, June 2, 2018

Vendor Applications due on or before Friday, May 18, 2018

- 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. This year is our 50<sup>th</sup> Anniversary Celebration!
- 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. This is an event geared toward families so all displays must be kid friendly.
- 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 Cyndi at the McKinleyville Chamber of Commerce at (707)839-2449 or [cyndi@mckinleyvillechamber.com](mailto:cyndi@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 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.

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## 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 18, 2018. You may email a copy of your paperwork. Your original, signed application must be submitted prior to the event 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, loss or theft of any merchandise. I understand that I am responsible for providing Proof of Insurance. My participation is contingent upon 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; 20% of my payment will be retained as a processing fee.***

There will be no refunds given after Friday, May 18, 2018.

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.**



# Pony Express Days Festival Vendor Guidelines/Requirements 2018

Please read before completing your application

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

Application deadline is Friday, May 18, 2018  
Make sure your application is filled out in its entirety. Mark items that are non-applicable with NA.

Date: Saturday, June 2, 2018  
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. Central Avenue is closed for the parade starting at 10:30 a.m. so you must check in by 10:30 a.m.

**Booth Clean-up:** 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 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 northeast corner of Pierson Park.

We are required 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 and/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 week 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](http://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](http://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, quiet, smoke-less generator.

## **Cancellations**

If you choose to relinquish your space after your application has been processed, 20% of your payment will be retained as a processing fee. No partial refunds will be given after **Monday, May 21, 2018**.

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



## Checklist for Pony Express Days Festival Vendors

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

**Application Packet is due Friday, May 18, 2018**

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 for the**  
**50-year Celebration of Pony Express Days!**