



# Pony Express Days Festival Vendor Guidelines/Requirements 2026

Please read before completing your application

McKinleyville Chamber of Commerce  
P.O. Box 2144, McKinleyville, CA 95519  
707-839-2449  
[jesse@mckinleyvillechamber.com](mailto:jesse@mckinleyvillechamber.com)

Application deadline is Friday, March 27, 2026  
Make sure your application is filled out in its entirety. Mark items that are non-applicable with NA.

Date: Saturday, June 6, 2026  
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 prior to Central Avenue closure.

**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 10' across by 10' 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, including tables, chairs, displays, etc. 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:**

You will receive your booth location when you check in on Saturday, June 7<sup>th</sup>. Please contact us ASAP if you have any accommodations that need to be considered.

We are required to have unobstructed walkways 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 a temporary food facility permit to the Humboldt County Environmental Health Department. Contact them for your application at 100 H Street, Suite 100 in Eureka or at 707-445-6215.

- Turn it in early! Applications take time to be approved!
- Submit an approved copy to the Chamber prior to the event and 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. Should you have any questions before the event, contact the Arcata Fire District at 2149 Central Avenue in McKinleyville 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 get information online here: <https://www.ca.gov/departments/287/services/26/>

## Water and Electricity

You will need to bring your own water. Electricity is not available in the park. If you need electricity, you must provide your own approved, **quiet**, smoke-less generator. You must have the appropriate fire extinguisher available at your booth.

## 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 **Friday, May 1st, 2026. Fees will be due within 2 weeks of being contacted and accepted as a vendor at Pony Express Days 2026.**

**The festival takes place rain or shine.**

**There are no refunds for inclement weather.**



## Checklist for Pony Express Days Festival Vendors

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P.O. Box 2144, McKinleyville, CA 95519  
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Application Packet is due Friday, March 27, 2026

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 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**  
**2026 Pony Express Days!**



## Outdoor Event and Festival Safety Requirements

### FOR ALL VENDOR BOOTHS

1. All material for vendors' booths shall be flame-retardant or approved for use by the local fire authority.
2. Tents, canopies, awnings, or membrane structures shall be flame retardant treated and labeled per the California Fire Code.
3. No combustibles within 2 feet from open flame
4. Use of **electrical cords** shall be in compliance with attached "Special Event Extension Cord Safety" document.
5. Use of **generators** shall be in compliance with attached "Special Event Generators Safety" document.
6. Use of **cooking equipment** shall be in compliance with attached "Special Event Cooking Safety" document.

### Vendors Shall Assist Promoter Staff in Maintaining the Following:

- People to remove barricades in case of emergency shall be designated by Festival Committee.
- Vendors are responsible for removal of all trash and debris created by their operation.

Any act, installation or use of anything, which, in the opinion of the Fire Official, creates a fire or safety hazard, shall be abated with the support of the Sponsor, Festival Committee, or Vendor shall not be allowed to operate.

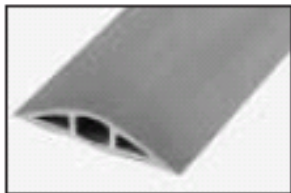


## Special Event Temporary Use of Extension Cords

1. Extension cords are for temporary use only.
2. Do not use extension cords in the rain or in a wet location.
3. Cords placed on the ground where they can be stepped or walked on by anyone are to be protected with approved devices such as Wiremold Conduit or Hubbell Access Track (see below).
  - a. Cords in low-traffic areas accessible to staff only or with minimal public access may be securely protected with “duct” type tape.
4. Cord must be listed. Look for the Underwriters Laboratory (UL) or Factory Mutual Mark:
5. Cord must be rated for outdoor use. Look at the label.
6. Use medium or heavy-duty extension cords, avoid bargain brands.
  - a. Improper sized cords will be prohibited from use.
7. Do not use cords that are cut or damaged.
8. Be sure that the plug is polarized (one prong is wider than the other) or is a three-prong grounded type. Do not defeat these features.
9. Plug cords directly into outlets. Do not use multi-cord adapters.
  - a. Use cord of sufficient size (gauge) your equipment. Check the amp rating(s) of your equipment and your cord. Improper sized cords will be prohibited from use.

Any act, installation, or use of anything, which, in the opinion of the Fire Official, creates a fire or safety hazard, shall be abated with the support of the Sponsor, Festival Committee, or Vendor shall not be allowed to operate.

Examples of approved protection devices:





## Special Event Cooking Safety

1. Booths with deep fryers require an additional Class K extinguisher with a current service tag, or new with a sales receipt showing date of purchase.
  - a. Extinguishers must be visible and accessible and away from the cooking area.
2. A minimum of 10 feet of clearance from buildings is required.
3. There shall be no combustible booth covering, directly above or within 2-foot of the cooking surface.
4. There shall be no cooking under trees or vegetation.
5. Tents, canopies, or membrane structures shall be flame retardant or treated and labeled per California Fire Code.
6. Gas-fired appliances for hot food shall be inspected and approved by local fire authority prior to use.
7. No gasoline or kerosene is to be used.
8. Cooking areas shall be enclosed with continuous physical barriers such as plywood to prevent public access and injury from cooking equipment.
9. LPG (Propane) Appliances
  - a. The maximum size for LPG tanks is 5 gallons or as approved by the Arcata Fire District.
  - b. Appliances must have a shutoff valve.
  - c. Hoses and devices must be of type approved for use with the equipment.
  - d. Tanks must be secured to the booth and far enough away from stove to be shut off in case of fire; not under table or stove.Exception: Commercial appliances with tank location designed under stove.
  - e. Tank, hoses, devices and appliances must be protected from damage
  - f. Tank must be secured with rope, chain, bungee cord, etc. in upright position.
10. Barbecue Cooking (Charcoal and/or Wood)
  - a. Barbecue cooking is prohibited inside of booths.
  - b. Only commercially sold charcoal fuel or wood may be used.
  - c. Cooking shall be performed only in areas away from public access.
  - d. Only commercially sold charcoal lighter fluid or electric starters may be used; no gasoline, kerosene, etc.
  - e. No storage of starter fluid in booth.
  - f. Coals shall be disposed of only in metal containers that have been designed for such use. Dumping coals in trash containers is prohibited!
11. Coleman stoves or equivalent.
  - a. No gasoline or kerosene is to be used.
  - b. No fueling of stoves in booth.
  - c. No storage of fuel in booth.
  - d. No more than one (1) gallon in reserve.
  - e. Refueling shall be done only after shut down of flame.
12. Use of a fryer has additional requirements, contact the Fire Prevention Bureau.

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## Special Event Generator Safety

1. A dry chemical fire extinguisher, minimum 2A10BC rated, is required at booths using a gas powered generator.
2. Read all manufacturer's instructions. Make sure you understand and are able to follow the instructions before using the generator.
3. Do not use the generator in the rain or a wet location.
4. Never use generators indoors a. A generator shall be located outside in a dry location.
  - b. Generators shall be located a minimum of 10 feet from any building.
  - c. Generators away from and downwind of any opening (door, window, or vent) into a building.
5. The generator shall be fueled with caution: a. Turn the generator off to refuel.
  - b. Store fuel in a properly designed container in a safe location a minimum of 10 feet away from the generator, cooking, or other hazardous equipment.
  - c. There shall be no open flame device near fuel storage or the generator.
  - d. Fuel storage shall be limited to quantity needed for use and not exceed one gallon.
6. The generator and fuel shall be stored a minimum of 10 feet from other fuel storage (LPG, etc.)
7. The total electric load on your generator should never exceed the manufacturer's rating.
8. See Special Event Extension Cord Safety

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