



DOWNTOWN HOLIDAY EXTRAVAGANZA

VENDOR/EXHIBITOR APPLICATION

Saturday, December 3, 2016

(Rain Date: December 10)



BUSINESS NAME: _____

CONTACT NAME: _____

MAILING ADDRESS: _____

ZIP: _____

PHONE NUMBER: (_____) _____

FAX NUMBER: (_____) _____

EMAIL: _____

Applicants will need to bring their own equipment and set-up crew. Vehicle access is limited, carts are recommended.

PARTIAL PACKETS WILL NOT BE ACCEPTED. PLEASE READ ENTIRE PACKET CAREFULLY.

PARTICIPATION CATEGORIES (Please check all the s that best describe your participation):

- Demonstrations:** We will provide a demonstration of service. Please specify age group, describe the activity, equipment needed, and if you will need to be on grass or black top. **501(c)3 #:** _____ (if applicable)
- Exhibitor:** We will provide on-site information/education. **501(c)3 #:** _____ (if applicable)
- Fundraising:** We will accept donations, must be a non-profit organization. **501(c)3 #:** _____ (if applicable)
- Screenings/Services:** We will provide an on-site screenings or activity. **501(c)3 #:** _____ (if applicable)
- Vendor:** We will sell a product, service or promote membership/registration. **California Resale #:** _____
(Note: Food selling or food sampling are not permitted)

PRODUCT/SERVICE DESCRIPTION (Please check all the s that best describe your product/organization):

- Art
- Direct Sales Distributor (Franchise Name): _____
- Food or Food Sampling (additional documents required)
- Health & Fitness
- Home & Garden
- Non-Profit
- Pet Related
- Pets Related
- Screening: _____
- Social Service Agency
- Vendor - Handmade: _____
- Vendor - Commercial Products: _____
- Other: _____

Describe the activity, product and services that will be hosted within your booth. Please include the type of set-up and equipment that will be used: (all items must fit within your space): _____

- I need # _____ booth(s) (10' x 10' each space) @ \$60 each for a total of \$ _____
- We are a non-profit, please waive a booth fee. 501(c)3 # _____ required.
- Please contact me regarding sponsorship opportunities, I would like to donate: \$ _____

PLEASE MAKE CHECKS PAYABLE TO: City of San Dimas



DOWNTOWN HOLIDAY EXTRAVAGANZA

I would like to participate in the Downtown Holiday Extravaganza on
SATURDAY, DECEMBER 3, 2016

I fully understand that my participation, in the Downtown Holiday Extravaganza, presents exposure to the risk of personal injury, death or property damage. I hereby acknowledge that participation in this event is voluntary and agree to assume any such risks. I hereby release, discharge and agree not to sue the City of San Dimas, its officers, agents, employees or volunteers for any injury, death or damage to or loss of personal property arising out of, or in connection with, participation in the event/class from whatever cause, including the active or passive negligence of the City of San Dimas, its officers, agents, employees or volunteers or any other participants in the event/class.

In consideration for being permitted to participate in the event/class, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the City of San Dimas from any and all claims, demands, actions or suits arising out of or in connection with my participation in the event/class. I also agree and acknowledge that participant may be photographed while participating, and release use of the photographs for reproduction in City sponsored publications.

I understand that I must provide a copy of my sellers permit and special event certification listing the Downtown Holiday Extravaganza as a temporary site, and that failure to do so will prevent me from being a vendor.

I have carefully read this release, hold harmless and agreement not to sue, and fully understand its contents. I have read the Guidelines for Vendors/Exhibitors, and I agree to abide by the stated rules and procedures. I am aware that it is a full release of all liability, and sign it on my own free will.

Signature: _____ Date: _____

Name & Title: _____

Vendor application can be mailed to: Parks and Recreation Department at City Hall
c/o Downtown Holiday Extravaganza 2016
245 East Bonita Avenue, San Dimas, CA 91773

Email to: jjones@ci.san-dimas.ca.us

Fax to: (909) 394-6205

Applications will not be accepted after **November 23, 2016**.
Space is limited. First come, first served. Register today!!

**All Vendors must submit a copy of the Seller's Permit listing the event site as
a temporary location with the Vendor/Exhibitor Application.**

Incomplete or partial packets will not be accepted.

For seller's permit information call:

(800) 400-7115 (TTY:711) or www.boe.ca.gov

City of San Dimas Parks & Recreation Department
GUIDELINES FOR VENDORS & EXHIBITORS

2016

Event Name: Downtown Holiday Extravaganza **Fee:** \$60 per 10' x 10' booth space.
Event Date: Saturday, December 3 **Rain Date:** Saturday, December 10
Event Time: 2:00pm - 6pm **Vendor Check-in:** 12:30 - 1:30pm ONLY
Location: 1st Street behind Walker House **Registration Deadline:** Wednesday, November 23
& Downtown Bonita Avenue

Requirements: Must follow Guidelines for Vendors and Exhibitors listed in this document. Vendors and exhibitors must submit the entire application packet with fee. Vendors must also include product photos and a seller's permit listing the Civic Center, 245 East Bonita Avenue, San Dimas as a temporary location.

PLEASE READ CAREFULLY

Due to the limited number of spaces available, space numbers will be assigned in the order in which applications are approved by the Parks and Recreation Department.

Vendors & Exhibitors are expected to remain for entire event time and **will not** be permitted to bring their vehicles into the **Holiday Extravaganza** during those hours. We recommend the use of carts, or other assistance to transport supplies to booth for set-up and clean-up. **No electricity is available.**

Vendors & Exhibitors are responsible for set-up, teardown and cleaning their spaces. All items must fit within your space (10' x 10' space). **Vendors & Exhibitors must provide their own tables, chairs, booths, canopies and other equipment needed.** Tables must be draped on all sides to the ground.

The City of San Dimas will provide trash cans throughout the event site, fliers, street banners, media releases, other publicity and promotion. **Vendors & Exhibitors must provide their own tables, chairs, canopies and other equipment needed.** The City of San Dimas is not responsible for any loss or damage to products, personal property or vehicles. City ordinance prohibits the consumption of alcoholic beverages or smoking in the parks and facilities. Los Angeles County policy prohibits the distribution of food and food sampling without a permit.

ADDITIONAL RULES AND REGULATIONS FOR VENDORS

In order to maintain the high quality of the **Holiday Extravaganza** we will review all applicants in a timely manner and notify applicants in writing of their acceptance. ***Preference will be given to vendors with unique, quality, seasonal, and holiday related items.*** Our intention is to have a well-balanced show with great variety that will allow our vendors to maximize their sale possibilities. No used or "flea market" items will be accepted. Please submit photos of all items you are proposing to sell to expedite the selection process.

ITEMS THAT MAY BE ACCEPTED: These include holiday related products, apparel; not excluding art, handmade crafts, specialty items, jewelry, toys, wrought iron works, wood works, furniture, and novelty items. Handcrafted items are preferred. Commercial items are accepted. THE PARKS AND RECREATION DEPARTMENT RESERVES THE RIGHT TO ACCEPT OR DENY ANY VENDOR AT THEIR DISCRETION.

ITEMS THAT WILL NOT BE ACCEPTED: These items include household items (i.e. utensils, appliances, pots, pans), used clothing, auto parts, used books, etc. **AGAIN, NO FLEA MARKET ITEMS WILL BE ALLOWED.** Food service or edible products are not accepted, but may be considered on a case by case basis.

Refunds will be issued, minus a \$10.00 service charge, if cancellation is made prior to November 23. Refund process may take 2-4 weeks. No refunds after November 23.

Signature: _____

Date: _____

Name: _____

Title: _____