



VENDOR BOOTH APPLICATION

Non-Food Vendor

Saturday | May 20th, 2017

Event Runs 11AM to 10PM

CONTACT INFORMATION

Business/ Organization Name: _____

Primary Contact Name: _____ Role: _____

Email : _____ Cell : _____

Business Phone : _____ Fax : _____

Business Address : _____

CA State Franchise Tax Resale # _____

BOOTH TYPE

Non-Profit Organization (Rates on back) Lead Generating/ Corporate (Rates on back)

Retail Vendor Type : Art Clothing Goods Pre-Packaged Foods

*FOOD VENDORS / FOOD TRUCKS please see separate 2016 Food Vendor Application

Product Description

Non-Food Vendors

Booth Pricing

University Avenue Vendor Booth (10x10) \$335 x _____ = \$ _____

Side Street Vendor Booth (10x10) \$200 x _____ = \$ _____

Lead Generating / Corporate (10x10) \$500 x _____ = \$ _____

Non-Profit (10x10) \$275 x _____ = \$ _____

Extras

 Corner Spot (Limited Availability) \$50 x _____ = \$ _____

 Electricity (5 Amps) * \$50 x _____ = \$ _____

TOTAL AMOUNT DUE \$ _____

If you are interested in participating in the 2017 Festival of Arts as a **Corporate Sponsor**,

Please call (619) 294-2501 or visit www.northparkfestivalofarts.com

* If more than 5 Amps are needed, please contact the Vendor Coordinator at julia@northparkmainstreet.com or **NPMS Office** at 619-294-2501

****North Park Main Street Businesses** please contact the NPMS Office at (619) 294-2501 for event information

Vendor Checklist

INCLUDE your email address to receive correspondence and information on future events	
Complete, sign, and enclose the vendor application WITH payment	
INCLUDE proof of non-profit status, if applicable	
INCLUDE a \$150.00 refundable cleaning deposit	
Payments accepted ON or before April 28, 2017: Cash, MO, Personal, Business, or Cashier's Check	
Payments accepted after April 28, 2017: Cash, Cashier's Check, Money Order or PayPal ONLY	

All vendors must have an approved application on file with North Park Main Street to share, sample, or sell products and/or information with the public within the event footprint. North Park Main Street and the Festival Committee assume no responsibility for any loss, damage, injury, or claim arising out of the participant's acts or omissions in the North Park Festival of Arts. Further, the participant shall defend and indemnify North Park Main Street and the Festival Committee for the negligence, fault, misconduct, and liabilities caused by the participant should said negligence, fault, and/or misconduct lead to the filing of a claim or legal action. The participant agrees to abide by the Information, Rules, and Regulations outlined by North Park Main Street in the Vendor Application for 2016. Violation of the Information, Rules, and Regulations may result in expulsion from the event and exclusion from future events.

Printed Name: _____

Signature: _____ Date: _____

APPLY ONLINE

Now Accepting PayPal at www.northparkmainstreet.com

Make Check's payable to North Park Main Street

North Park Main Street

3076 University Avenue, San Diego CA 92104

Fax (619) 294-2502

OR EMAIL to angela@northparkmainstreet.com

FOOD VENDOR INFORMATION, RULES & REGULATIONS

IMPORTANT INFORMATION! PLEASE READ BOTH PAGES CAREFULLY!

SDCCU North Park Festival of Arts ♦ May 20, 2017 ♦ 11am-10pm

BOOTH SPACE

- ♦ Full Plate Food Vendor Spaces are 10ft x 20ft, Small Dish (non-alcoholic refreshments, Snacks, and Desserts), and non-food Vendor Spaces are 10ft x 10ft.
- ♦ Booth Space will be provided by North Park Main Street
- ♦ **You must provide you own canopies, tents, tables, chairs, trash cans, and extension cords as needed.**
- ♦ CA Seller's Permit and Health Permit (where applicable) must be available before inspection prior to set-up. **NO FOOD OR MERCHANDISE SALES WILL BE ALLOWED WITHOUT A VALID PERMIT.**

EVENT HOURS / SET-UP / BREAKDOWN

- ♦ The Festival will run from 11am – 10pm on Saturday, May 20, 2017. Vendors are required to be open and ready by 11am and remain open until 10pm. All sales must cease no later than 10pm. **Violators will risk being excluded from future participation from this community event.**
- ♦ FOOD Vendors will be allowed in the staging areas from 5am – 9am. **All** other Vendors will be allowed in the staging area from 5:30am – 9am.
- ♦ You may NOT begin assembling your booth until after your vehicle is removed from the staging area. Parking is available on the street surrounding the festival

DO NOT PARK IN PRIVATE LOTS—YOUR VEHICLE MAY BE TOWED!

- ♦ No vehicles are allowed in the staging area during event hours. **NO VEHICLES IN THE EVENT FOOTPRINT AFTER 9AM.** Vehicle access will not be permitted until after 10pm or after the San Diego Police Department or Fire Marshall have cleared the area of pedestrians.
- ♦ **ALL Vendors must have their space cleared and cleaned no later than 11:30pm.**

Sales Information

- ◆ North Park Main Street reserve the right to refuse vendors, regulate the number of same-type vendors and will determine those businesses and activities most suitable for the event.
- ◆ Vendors shall not set restrictions on North Park Main Street's regulations.
- ◆ All vendors must submit their application with a detailed description of ALL merchandise and/or printed matter to be sold or distributed by them. The reproduction of any artwork, past or present, of North Park Main Street will not be permitted.
- ◆ The Vendor Coordinator may request additional information, pictures, or samples before the application is approved.
- ◆ NO Alcohol or Tobacco can be sold. NO illegal drugs or paraphernalia or depictions of same will be allowed.
- ◆ NO racist, sexist, pornographic, or otherwise offensive merchandise or literature will be allowed. Throughout the day, the Vendor Coordinator will conduct booth inspections. Any items in violation must be removed.

Health Permits

- ◆ Food Vendors must provide a list of all foods to be sold, including whether foods are pre-packaged or prepared on-site.
- ◆ All food vendors are responsible for the appropriate health permits and fees with the San Diego County Department of Environmental Health. Those who do not obtain their permit more than 14 days prior to the event will pay a \$75.00 County late fee. Call 858.505.6809 or email FHVtempevents@sdcounty.ca.gov for more info.

Clean-up

- ◆ **NO EARLY DEPARTURES. All booths must remain open until the festival ends at 10pm.**
- ◆ The vendor must clean their allotted booth space immediately upon the conclusion of the event at 10pm.
- ◆ **It is the responsibility of the vendor to clean the allotted space including removal of all their own trash.**

*FOOD VENDORS are required to include a **\$150 refundable cleaning deposit** along with their booth fee. Deposits will be mailed out, depending on the condition of the booth space, when inspected by the Vendor Coordinator after load-out is complete. Please allow 5-7 business days for your refund to arrive.

Electricity

◆ Electricity will be available to Vendors on a first come, first serve basis for a fee of \$50 for 5 AMPs. **Please bring your own 100' extension cord & lights. ***

◆ Food Vendors (Full Plate & Small Dish) will receive 20 Amps of Electricity. If you believe you will utilize more than 20 Amps of electricity you can purchase extra electricity for a fee of \$50.

*** If More power is needed, please contact the Vendor Coordinator for pricing at julia@northparkmainstreet.com or call NPMS Office at 619-294-2501.**

◆ **Generators of any kind are prohibited**

Booth Décor / Amplified music

◆ The Festival Committee asks that all Vendors use tables, sandwich boards, easels, etc. to display all goods for sale. No items should be displayed on the ground or outside the allotted booth space.

◆ Signage and booth decorations are encouraged if they are in good taste and do not interfere with neighboring vendors.

◆ Festival Committee reserved the right to remove any décor deemed inappropriate for the event.

◆ Only Vendors marketing music, tapes or CD's can use amplified devices (i.e. boom boxes) and must have prior consent from the Festival Committee. Amplified music should not interfere with neighboring vendors.

Application Information / Booth Assignments

- ◆ Vendor acceptance and booth assignments are made on a first come, first served basis, per when the application AND payment are received. Postdated checks will not be accepted.
- ◆ When mailing in your signed and completed application, please include payment by check or Money Order ONLY. Please address checks and make payable to: North Park Main Street.
- ◆ **Personal or Business Checks will not be accepted after April 28, 2017.**
- ◆ **Cancellations** must be received in written form no later than **April 14, 2017**. Cancellations received by this date will be granted a refund MINUS \$75.00 processing fee. No refunds will be honored if a written request is not received by April 14, 2017. Payments received after March 31, 2017 are not eligible for a refund.
- ◆ An overpayment of fees is non-refundable. Corner booths require an additional fee of \$50.00, are limited and not guaranteed. FOOD vendors are exempt from corner booth fees.
- ◆ Vendor confirmation booth assignments will be EMAILED out no later than 2 weeks prior to the event date. **NO PAPER CONFIRMATION WILL BE SENT**, so make sure to have a valid email address on file.