

Reedley Fiesta

October 13 & 14, 2017

Information Vendor Application

Submittal Deadline: Thursday, September 28, 2017 - 5:00 PM

Name of Company/Organization _____

Contact Person _____ Phone# _____ Cell# _____

Address _____ City _____ Zip _____

Email _____ Website _____

Vehicle License Plate # _____ Make: _____ Model: _____ Color: _____

CA Sellers Permit # (Attach a Copy) _____

City of Reedley Business License # _____

If you have a current City of Reedley License, a copy must be attached. If you do not possess a Reedley City license, the Chamber will process your forms for a temporary City License. There is a \$10 fee. Please make check payable to City of Reedley.

IRS - Tax Exempt Status 501-C (3) Letter (Attach a Copy)

If you are a Non-Profit Organization, a copy of the above must be attached.

Description of items you will display: _____

Informational	Non-Member	Member	Total
Non-Profit 501-C (3)			
10x10	\$100.00	\$50.00	
10x20	\$125.00	\$75.00	
Commercial Business (Political Candidates)			
10x10	\$125.00	\$75.00	
10x20	\$150.00	\$100.00	
Electricity (Max 20 amps of power)	\$50.00	\$50.00	
City of Reedley Business License Fee	\$10.00	\$10.00	
Cleaning Deposit/Leave Early Deposit (Write a separate check-Refundable if left clean)	\$100.00	\$100.00	
Potable Water Hookup			Yes/No

Total Amount Due \$ _____

Visa/MasterCard accepted

Make checks/money orders payable to: _____

Greater Reedley Chamber of Commerce
1633 11th Street
Reedley, CA 93654

Credit Card Number _____

Exp. Date ____/____

3-Digit Code _____

VENDOR TERMS AND CONDITIONS

All applications received will be placed according to the following: Greater Reedley Chamber Members and date of completed application submitted. The Fiesta Committee reserves the right to refuse an application for any reason. Once your application and payment has been received, you will receive a postcard acknowledging participation, and no later than October 6, 2017 (by email/mail) you will be notified of your booth location along with a map of the Fiesta, and additional vendor instructions. Every effort will be made to accommodate special requests, **they are not guaranteed.** Booths containing handmade/homemade items and commercial items are deemed commercial booths and are categorized as such. Business or commercial vendors may display advertisements, take orders, and/or make bookings.

Booth Information: Each space is 10x10 unless stated otherwise. **No booth shall exceed specified space. If your booth exceeds the specified space, additional fees shall be charged.** Full payment must be submitted with completed applications. Failure to submit payments or complete all applications will result in refusal of participation. Although the booths are located next to and directly across the street from the Police Department, the risks for theft/loss are the assumption of the vendor. Vendors will be held liable in the event their display causes damage to the displays or work of vendors, event site, or property; or if any person is injured due to vendor negligence. **There will be a \$35.00 fee on all returned or cancelled checks.**

- The Committee will not restrict the number of vendors providing a certain item. However, care will be taken in placing similar exhibits apart from each other.
- No sales/order taking allowed in informational booth excluding Non-profit.
- Your display tables and booths are to be presentable and **without sale, closeout, or discount signs.**
- No candy or drink sales allowed in booth unless it is a food booth.
- Vendors must provide their own equipment and supplies for their display area. Including tables, chairs and power cords and sinks. If a generator is being used, it must be a 'quiet type'. **No loud generators will be allowed.** Over head covering is not required but suggested for those booths located outside.
- Only the paid vendor may sell from their booth space. No sharing or sub-leasing of booth space is allowed. Modification of items sold or booth contents must be submitted in writing and approved by the Fiesta Committee prior to the event. Failure to do so will result in vendor being asked to leave the event.
- Electrical cords must be new or in good condition and not frayed, taped, or spliced. They **must** be taped down or covered for safety precaution.

Refunds: There will be no refunds due to bad weather or other circumstances beyond the control of the Reedley Fiesta Committee. No refunds will be given under any circumstances after **September 28th, 2017.** After applications are submitted and approved the cancellation fee prior to **September 28th, 2017, is \$25.00. No refunds do to booth placement dissatisfaction.**

Late Registration: Beginning October 2nd, there is a \$25 late registration fee for all Craft and Informational booths.

Set Up: Booth set up begins at 2pm and the booth open by 4pm on the opening day (October 13, 2017). No vehicles are allowed **AT ANY TIME FOR ANY REASON** in the alley behind, on the street in front of or on the grass of Pioneer Park. **All vehicles and storage trailers must be removed immediately after unloading from the park & all side streets or alley ways immediately next to Pioneer Park and/or booth areas.** Vehicles left unattended during the set-up or throughout the day **WILL BE towed at the owner's expense. NO EXCEPTIONS.** The Fiesta Committee will issue one parking tag per booth to identify vendor's vehicles to local Police officers and event volunteers. The tags must be displayed on the driver side dash in the window at all times.

Take Down: All vendors agree to participate for the entire length of the event (Friday, October 13th through Saturday, October 14th, 2017) and **take down of booth will begin at 6pm on Saturday evening.** Vendors are responsible to clean up their booth area, bag, and dispense of trash in the proper receptacles.

Hold Harmless/Liability Release: In consideration for being allowed to participate and attend the Reedley Fiesta, I agree to assume all risk connected therewith and will not make claims against, sue, or attach the property of the Greater Reedley Chamber of Commerce or the Reedley Fiesta Committee, their employees, directors, and/or volunteers for injury or loss, however caused, even by negligence as a result of my participation.

Acting as the representative of the business or organization on the reverse application, I hereby agree to protect, defend, and hold harmless the Greater Reedley Chamber of Commerce and/or the Reedley Fiesta Committee, and their respective elective or appointed boards, officers, agent, and contract employees from any and all claims, liabilities, expenses, or damages that arise from the participation by the Reedley Fiesta/Greater Reedley Chamber of Commerce, it's agents, officers, employees, sub or independent contractors at the Fiesta. I agree that I, my employees, staff, partners, or anyone representing me or my business/organization or assisting within my designated booth space will cooperate with the event officials and other participants. The Reedley Fiesta reserves the right to remove or exclude any participant whose conduct violates the purpose or policies of the event and no refund will be given.

Signature _____ **Date** _____

Helpful Information Related to the Fiesta Vendor Application

- All forms must be submitted with original signatures. If you complete online, please mail the originals to the Chamber office.
- **Non -Profit booths are those agencies possessing a 501(C) designation. For Non-Profit status, a copy of the organizations IRS designation letter must be submitted with your application.**
- Vendor locations will be determined based on Greater Reedley Chamber membership, date of application received, trailer accommodation, County regulations, and the best interest of the event. **There are no guarantees your booth will be located in the same location as in previous years.**
- There are a limited number of potable water locations available for hose hookup. These will be assigned on a first come, first served basis only. Vendor is responsible for items used for hookups.
- **Security will be provided from 10:00p.m., Friday October 13th to 9:00 a.m., Saturday October 14th.**
- All forms must be completed thoroughly prior to the deadline. Forms with missing information after deadline will be excluded from participation.
- Each vendor must keep the area around their booth and surrounding clean at all times.
- Absolutely NO roaming with advertising brochures/fliers or yelling will be permitted.
- No alcoholic beverages, smoking, or drugs are allowed in the booths, buildings, or park. Alcohol will ONLY BE PERMITTED IN THE DESIGNATED BEER GARDEN.
- This is a family friendly event. NO DRUGS, GANG RELATED, EXPLICIT ITEMS, or AEROSOL PRODUCTS of any kind may be sold or shown at any time during the set up of, operation of, or take down of the event.
- Damage to buildings in Pioneer Park, the city Parking lot, or any parts of those properties will be paid for by the vendor in full as determined by the Reedley Fiesta Committee and the Greater Reedley Chamber of Commerce.

There have been changes to the Terms and Conditions, please read thoroughly.

*****KEEP THIS DOCUMENT FOR YOUR KNOWLEDGE AND USE*****

Contact Brenda if you have any questions at 559-638-3548