



Saturday, October 13th, 2018

Vendor Policies and Procedures

APPLICATION

To reserve a space for your booth at the **early-bird rate of only \$100*** (nonrefundable), complete the Vendor application prior to September 1st, 2018. Booths are \$125 (nonrefundable) after that date. All applications must be received and approved by October 5th 2018. Notification of your approved application will be sent to you.

RESERVATIONS AND SPACE ASSIGNMENTS

All vendors' applications will be carefully reviewed upon receipt. 10' x 10' space assignments will be made in a manner that will ensure the viability of the event and the diversity of the market place. It is important for all the applicants to understand that **application is not guaranteed until approved**, regardless of past participation. Incomplete applications or applications missing required permits will not be processed until all required items are submitted.

United Way of Nevada County reserves the right to select vendors based upon the presentation of merchandise to be showcased. Space is assigned based on many factors. Our attempt is to have a variety of product, service, prepared food and food vendors keeping a minimum of repetitive items. We reserve the right to refuse or assign space at any time. If application is accepted and space is not immediately available, vendors will be placed on a waiting list and contacted when an opening becomes available. All vendors merchandise **must** be **pre-approved**, no exceptions.

CANCELLATION

If for some reason you find it necessary to cancel your participation, please send a written request stating your reason for cancellation to: United Way of Nevada County, P.O. Box 2733, Grass Valley, CA 95949, prior to September 28th, 2018. **No reservation fees will be refunded.**

CONTACT AT UWNC

Should you have any questions regarding vending at the Grills 'n' Grilles event, please call the United Way of Nevada County office, (530) 274-8111, or you may also use email: admin@uwnc.org. Email is our primary form of communication.

FOOD VENDORS:

Any business that prepares and serves foods that are intended for consumption while visiting the event (pizza, hot dogs, wraps, popcorn, ice cream, burritos, tacos, etc.) must have the following permits:

- Nevada County Health Permit (mobile facility or temporary pre-approved food facility)
- Nevada County site evaluation for event coordinator
- State of California Food handlers Certificate
- Completed menu of all items to be sold

PRODUCT or SERVICE VENDORS:

• PRODUCTS

Only pre-approved merchandise may be displayed and sold. A description of all items to be sold must be detailed on the vendor application. The sale, use or display of unapproved, illegal items or services are prohibited and could result in your dismissal from the event.

• PRE-PACKAGED FOOD PRODUCTS

Businesses selling items that are pre-packaged (i.e. non-certified jams and jellies, hydrate meats, sauces, and other foods bearing a label) must be in compliance with the governing agencies and have proper permits in good standing before applying to vend. All pre-packaged food items must be labeled with the following: name of the product, name and address of producer, ingredients and weight. **Packaged foods may not be prepared on site. Sampled food items require a Nevada County Health Permit.**

• SERVICES

Pre-approved vendors providing a service (i.e. housecleaning, pet sitting, photography, transportation or other service-related business) must include a description of services available on the vendor application. The sale of unapproved or illegal services are prohibited and could result in your dismissal from the event.

BOOTHS AND DISPLAYS

Sharing booth space with other vendors is prohibited UNLESS pre-approved by United Way of Nevada County. All booths, displays and merchandise must be tasteful and appropriate for a family friendly environment. Space may not be assigned, sold, traded or shared without prior approval. A sign must be posted on the outside of your booth indicating the name of the organization, business or individual.



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SOLICITATION

Only pre-approved services and merchandise may be promoted at your booth unless authorized; United Way of Nevada County does not permit within the event boundaries, the distribution of printed materials, sampling hawking, panhandling or solicitation.

PERMITS, LICENSES AND SALES TAX

Permits, licenses, including a resale permit and insurance are your responsibility. You may obtain resale permits through the California State Board of Equalization. You are required to furnish the resale permit number and name of permit holder to the United Way of Nevada County.

INSURANCE

You must supply a minimum \$1,000,000 liability insurance coverage naming United Way of Nevada County as additional insured.

ELECTRICITY AND LIGHTING**

Limited amount of electricity will be available. **If you require power, it may restrict your location in the park, as the access to power is limited.** Complete the application with your requirements.

EQUIPMENT AND SUPPLIES

United Way of Nevada County does **NOT** provide tables, chairs, awnings, lighting, booths, fixtures or transportation. It is your responsibility to furnish any and all necessary equipment and supplies to operate your space.

LOSSES

United Way of Nevada County is not responsible for any depreciation or loss of any kind as a result of fire theft, physical violence, elements of nature or respective causes regardless of origin.

TRADEMARK

United Way of Nevada County reserves the exclusive right to utilization of the United Way of Nevada County name, logo and symbols thereof.

FINANCES

You are responsible for obtaining change required to operate your booth. United Way of Nevada County and Western Gateway Park will not be equipped or obligated to provide change for your use.

CLEAN UP

You are responsible for the condition and cleanliness of your area during and after the event. After the event, all booth spaces will be inspected for satisfactory conditions.

EVENT BEGINS

The EVENT is Saturday, October 13th, 2018 from 11:00 AM to 4:00 PM. Please arrive between 9 AM and 10 AM.

SET UP TIMES

Your booth space will be clearly marked with your name and space number. Please keep your booth construction within the boundaries designated. Set up times are Saturday, October 13th, 2018 from 8:00am and 10:30am (please be set up by 10:30am and open to public no later than 11am). Please contact United Way for an earlier setup time.

TEARDOWN TIME

Teardown will be Saturday, October 13th, 2018 from 4:00 PM to 6:00 PM. PLEASE do not start teardown before 4:00 PM. Non-compliance with these policies and procedures may result in dismissal from the event.

Payment and deposit must accompany this application to be considered eligible for the Grills 'n' Grilles event. Cash, Check, PayPal (See grillsngrilles.org Vendor page for link to Paypal) or Credit Card are acceptable forms of payment. You can drop off your payment and completed application to our office at 745 Maltman Drive, Grass Valley, CA or mail to P.O. Box 2733, Grass Valley, CA 95945.

Thank you for your interest in participating. Please note that any photos, video or other publicity taken for or at the Grills 'n' Grilles event is property of United Way of Nevada County and vendors and entertainers will not be compensated.

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Vendor Application

Western Gateway Park, 18560 Penn Valley Dr., Penn Valley

Business Name: _____

Contact Name: _____

Address: _____ City: _____ Zip: _____

Email: _____ Phone _____

Sellers Permit #: _____ Nevada Co. Health Dept. Permit #: _____

Permit Holder's Name: _____

PLEASE NOTE: ALL SPACES ARE SINGLE 10' X 10'

List description of booth; content/product line/activity/service/menu. Prepared Food and Food vendors, please attach a detailed menu. Items not listed may not be sold without the authorization of United Way of Nevada County.

TYPE OF VENDOR (check one):

Food Vendor

Product Vendor

Service Vendor

Other

- Early-bird applications: \$100* (\$125 if after September 1st, 2018)
- Proof of Liability Insurance
- Required Permits (see attached Vendor Policies and Procedures)

of 10x10 booth spaces: _____ (non-refundable *early-bird rate = \$100 prior to September 1st, 2018*; \$125 after then.)

Amount Enclosed \$ _____ Do you need power/electricity? ** Yes No

Payment Information Check (payable to United Way of Nevada County)
 Cash
 PayPal: <https://bit.ly/2rfmX5M>
 Credit Card-Visa/MasterCard

Credit Card# _____

Exp. Date _____/_____/_____ (a credit card receipt will be mailed to you)

Authorized Signature _____

Mail to: P.O. Box 2733 Grass Valley, CA 95945 or Fax to: (530) 477-2419

The undersigned has read and certifies that he/she will adhere to the United Way of Nevada County *Policies and Procedures*. The undersigned also certifies that he/she is authorized 1) to execute on behalf of the group/business and 2) accept legal process on behalf of the group/business. The undersigned agrees to indemnify and hold harmless the United Way of Nevada County and Western Gateway Recreation and Park District from all damages, liabilities, costs and expenditures, including attorney fees and cost of defense, which may occur by reason of the undersigned's use of the Western Gateway Park grounds, structures and buildings during the Grills 'n' Grilles event. You must provide proof of liability insurance naming United Way of Nevada County as additional insured.

Print out and Sign

Print Name

Date