



HANDMADE
ARTS & CRAFTS VENDORS

<u>EVENT DAYS AND HOURS FOR VENDORS</u>			
EVENT DAY	SET UP	OPEN	TEAR DOWN
FRI, OCT 20	10:00 AM – 4:00 PM		
SAT, OCT 21	6:00 AM – 8:00 AM	10:00 AM – 5:00 PM	
SUN, OCT 22		10:00 AM – 5:00 PM	5:00 PM – 9:00 PM

HANDMADE ARTS & CRAFTS VENDORS WILL APPLY THROUGH SOROPTIMIST INTERNATIONAL OF BORREGO SPRINGS (SOROPTIMIST), NOT DIRECTLY WITH US. IF YOU ARE A **HANDMADE** ARTS & CRAFTS VENDOR CONTACT THE SOROPTIMIST’S BORREGO DAYS REPRESENTATIVE:

JUDY STEWART, JUDY@STEWART-FINANCIAL.COM, 760-807-1785.

BORREGO DAYS DESERT FESTIVAL POLICIES

- All booths must be open during the Open days and hours of the event. The Open days and hours are:
Saturday, October 21 10:00 AM – 5:00 PM
Sunday, October 22 10:00 AM – 5:00 PM
- Check in and setup Friday, October 23 between 10:00 AM and 4:00 PM; Setup only (**must check in Friday**) Saturday, October 21 between 6:00 AM and 8:00 AM. **DO NOT drive on the grass!**
- Times listed for setup of your booth are the maximum windows of time available, and, unfortunately, are not flexible.
- Soroptimist, Borrego Springs Chamber of Commerce and McFarlane Promotions are not responsible for closure of your booth by San Diego County officials, including inadequate health or fire equipment standards.
- Your booth should be totally self-contained for each day. Please plan ahead. Since vehicle access is limited, it is important to estimate the number of items you will be selling. You are responsible for keeping and leaving your booth area clean and safe, and securing all signs. Bring your own trash cans for the inside of your booth. Trash containers within Christmas Circle Park are for the festival attendees. Please dispose of your booth trash at the dumpsters across the street from the Park.
- You agree to sell only such items on your preapproved list included with your application, and agreed to by the Soroptimist. No provision of the preapproved list shall be modified unless in writing signed by an authorized representative of Soroptimist.

BOOTH REQUIREMENTS

Soroptimist Provides:

- **10’ x 10’ space NO EXCEPTIONS!**
- Electricity: If electricity is required, prior arrangement must be made with Soroptimist; it will be **an additional \$50.00 fee**; it may be in limited supply so order early; and, food vendors have priority.

All Vendors are Required to Have:

- Self-Contained Booth
- Seller’s Permit
- Licensed Driver and Proof of Insurance for any vehicle driving on public roadways.
- Certificate of Insurance to County of San Diego specifications if required by County of San Diego.

INSURANCE REQUIREMENTS**GIVE THESE INSTRUCTIONS TO YOU INSURANCE AGENT!**

A CERTIFICATE OF INSURANCE FOR COMMERCIAL GENERAL LIABILITY WITH A \$1,000,000 PER OCCURRENCE LIMIT OF LIABILITY AND \$2,000,000 GENERAL AGGREGATE.

NAMING AS ADDITIONAL INSURED FOR THE BORREGO DAYS DESERT FESTIVAL, OCTOBER 20, 21 & 22, 2017:

McFARLANE PROMOTIONS, INC.

LAUREL MCFARLANE

656 FIFTH AVE, STE. B

SAN DIEGO, CA 92101

EMAIL COPY TO: LAUREL@MCFARLANEPROMOTIONS.COM

619-233-5008 | FAX 619-233-0898

NAMING AS ADDITIONAL INSURED FOR THE BORREGO DAYS DESERT FESTIVAL, OCTOBER 20, 21 & 22, 2017:

BORREGO SPRINGS CHAMBER OF COMMERCE

LINDA HADDOCK, EXECUTIVE DIRECTOR

PO BOX 420, 786 PALM CANYON DRIVE

BORREGO SPRINGS, CA 92004-0420

EMAIL COPY TO: LHADDOCK@BORREGOSPRINGSCHAMBER.COM

FOR SOME VENDORS THESE INSURANCE REQUIREMENTS WILL BE A NORMAL PART OF THEIR BUSINESS. FOR OTHERS, ESPECIALLY SOLE PROPRIETORS, SMALL FAMILY BUSINESSES AND STARTUPS, THESE INSURANCE REQUIREMENTS CAN BE SEEN AS A HARDSHIP. **DO NOT DESPAIR, IT MAY BE POSSIBLE TO GET A SMALL BUSINESS HARDSHIP WAIVER. IF A WAIVER IS NEEDED, CONTACT JUDY STEWART TO REQUEST A WAIVER AT JUDY@STEWART-FINANCIAL.COM, 760-807-1785.**

CHRISTMAS CIRCLE AND PARADE ROUTE & STAGING - MAPS



Christmas Circle

