



**58th Annual Borrego Days Desert Festival – October 19 & 20, 2024
VENDOR APPLICATION**

Submit application and questions to:

Francoise Rhodes : borregochamberdirector@gmail.com / 760-767-5555

Two Weeks Prior Event Approved Vendors New Contact Person :

Jenn Pollard at pjenn5465@gmail.com

APPLICATION DEADLINE IS SEPTEMBER 30, 2024

Please Note There Will Be A Parade Saturday Morning 9 AM – 10 AM

EVENT DAYS AND HOURS FOR VENDORS

EVENT DAY	SET UP	OPEN	TEAR DOWN
FRIDAY - OCT 18, 2024	12 PM – 5:00 PM		
SATURDAY - OCT 19, 2024	6 AM – 8:30 AM	10 AM – 6 PM	
SUNDAY - OCT 20, 2024		10 AM – 3 PM	3 PM – 7 PM

APPLICANT INFORMATION

APPLICATION MUST BE COMPLETED IN FULL FOR CONSIDERATION

VENDOR OFFERINGS (CHECK ALL THAT APPLY):

NON-FOOD BOOTH SALES INFORMATION CHARITY ACTIVITIES

NON –FOOD BOOTH INCLUDES PRE-PACKAGED FOOD ITEMS NOT FOR CONSUMPTION AT FESTIVAL _____

FOOD BOOTH CART TRUCK **LENGTH**_____ **WIDTH**_____

LOCATED IN BORREGO SPRINGS: NONPROFIT ORGANIZATION

VENDOR NAME DBA (DOING BUSINESS AS)

AUTHORIZED REPRESENTATIVE NAME TITLE

MAILING ADDRESS

Primary Phone Alternate Number if Needed

EMAIL ADDRESS FEDERAL TAX ID NO.

SELLER'S PERMIT NO.

HEALTH PERMIT NO. (IF APPLICABLE)

DRIVER'S LICENSE NO. / STATE OF ISSUE: _____

VEHICLE

MAKE/MODEL/YEAR

LICENSE NO.

INSURANCE CARRIER/POLICY NO.

****Arts & Crafts vendors if needed please request small business insurance waiver from Borrego Springs Chamber for coverage.

DESCRIBE ITEMS YOU WISH TO SELL OR GIVE AWAY. ATTACH LIST/MENU OF ITEMS, INCLUDING PRICES. PICTURES/SAMPLES MAY BE REQUIRED.

All vendors must be self-contained and able to supply their own power.

Event Location:

Christmas Circle Community Park

700 Palm Canyon Drive

Borrego Springs, CA 92004

All Borrego Days Festival events are held at Christmas Circle.

****Please note, the vendor capacity at this event is 65 spaces, this includes food booths and trucks. Reserve your space or spaces early.**

****2023 Vendors inquiring about (within the same area) booth space being in the same location must include that request on this application, we will not be making changes the day of Check-in. Hot and cold fresh food vendors will be grouped in the same area.**

We will do our best to accommodate returning vendors.

Thank you.

I would like to be in the same area as 2023. Yes _____ No _____ Doesn't Matter _____
Brief description of location (example: by beer garden, park sign, on curb, etc.).

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FEE INFORMATION

10'X10' NON-FOOD BOOTH SPACE: \$185.00 Number of spaces _____ = \$ _____

10' X 10' LOCAL NONPROFIT SPACE: \$135.00 Number of spaces _____ = \$ _____

Nonprofits - If granted a booth by a Borrego Days sponsor, vendor application must still be filled out/put zero in the fee space. Booth donated by _____

10'X10' FOOD BOOTH SPACE; OR FOOD CART, \$260.00 Number of spaces _____ = \$ _____

FOOD TRUCK, 10% OF ADJUSTED GROSS (ADJUSTED GROSS = GROSS REVENUE – SALES TAX)
\$ _____ N/A _____

FEES ARE FOR 2-DAY EVENT. **ALL VENDORS** MUST PROVIDE THEIR OWN CANOPIES/POPUPS, TABLES AND CHAIRS. FINAL SAY ON ALL BOOTH LOCATIONS RESIDES WITH THE BORREGO SPRINGS CHAMBER OF COMMERCE. IF YOU DO NOT RETURN ON SUNDAY VENDOR WILL BE PLACED ON A WAIT LIST FOR 2025.

PRODUCT INFORMATION

TO PROCESS YOUR APPLICATION, WE **MUST** RECEIVE A **COMPLETE** LIST/MENU OF ITEMS WITH PRICES. ONCE YOUR APPLICATION IS ACCEPTED, YOUR LIST/MEN OF ITEMS MAY NOT CHANGE WITH WRITTEN APPROVAL FROM THE BORREGO SPRINGS CHAMBER OF COMMERCE. THIS IS A SMALLER VENUE, THEREFORE MULTIPLE VENDORS WITH THE SAME ITEMS ARE NOT ENCOURAGED. YOU MAY BE ASKED TO ADJUST YOUR LIST/MENU OF ITEMS. PICTURES AND/OR SAMPLES OF YOUR ITEMS MAY BE REQUIRED.

NOT ALLOWED: ALCOHOLIC BEVERAGES (WHICH ARE EXCLUSIVE TO THE BEVERAGE GARDEN VENDOR); PROJECTILES OR WEAPONS OF ANY KIND (E.G., GUNS, KNIVES, BOWS, ARROWS, SLINGSHOTS, ETC.), WHETHER OPERABLE OR INOPERABLE, REAL OR TOY; CIGARETTES, PIPES, CIGARS, VAPES, INCENSE; FIRECRACKERS, POPPERS, SHOOTING STRING OR BALLOONS; PORNOGRAPHY; POLITICAL OR RELIGIOUS PROSELYTIZING; OR ANTI-AMERICA PROPAGANDA.

LIMITED EXCEPTIONS: LOCAL BORREGO SPRINGS NONPROFITS, INCLUDING RELIGIOUS ORGANIZATIONS THAT PROVIDE AN APPROVED FESTIVAL ACTIVITY (E.G., CHILDREN FACE PAINTING, ARTS & CRAFTS PROJECTS, PUPPET SHOW, HEALTH SCREENINGS, ETC.) MAY ALSO SHARE THEIR NONPROFIT PROGRAMS AND LITERATURE, AND COLLECT CONTRIBUTIONS.

PAYMENT AND APPLICATION SUBMISSION

TO PAY BY CHECK OR MONEY ORDER, **MAKE PAYABLE TO: BORREGO SPRINGS CHAMBER OF COMMERCE** ("BORREGO DAYS VENDOR" ON MEMO LINE), AND **MAIL** WITH YOUR COMPLETED APPLICATION, COPIES OF YOUR PERMIT(S) AND LIST/MENU OF ITEMS TO: **BORREGO SPRINGS CHAMBER OF COMMERCE, PO BOX 420, BORREGO SPRINGS, CA 92004**. IF SENDING APPLICATION BY **EMAIL**, PLEASE SEND AS A **SINGLE .PDF FILE** TO borregochamberdirector@gmail.com, AND NOT AS A .JPEG, OTHER IMAGE FILE, OR AS MULTIPLE FILES. **FAX** TO **760-767-5976**.

TO PAY BY CREDIT CARD, COMPLETE THE CREDIT CARD INFORMATION BELOW:

CREDIT CARD NO. _____		EXPIRATION DATE _____	SECURITY CODE _____
NAME ON CREDIT CARD _____		BILLING ZIP CODE _____	
I, THE PARTY NAME ON THE CREDIT CARD, AUTHORIZE MY CARD TO BE CHARGED FOR		\$	_____
SIGNATURE OF CARDHOLDER _____		DATE _____	

I HEREBY WARRANT AND CONFIRM THAT THE ABOVE INFORMATION IS TO THE BEST OF MY KNOWLEDGE AND BELIEF TRUE AND CORRECT. FURTHERMORE, I ACKNOWLEDGE AND AFFIRM THAT IF MY APPLICATION IS DENIED MY PAYMENT WILL BE RETURNED TO ME; IF I DON'T MEET MY VENDOR RESPONSIBILITIES OR FOLLOW THE APPLICABLE REQUIREMENTS, STANDARDS AND POLICIES I CAN BE REMOVED AS A VENDOR WITHOUT RECOURSE; AND IF I AM REMOVED OR DO NOT SHOW UP I WILL NOT BE ENTITLED TO OR RECEIVE A REFUND.

SIGN: _____
 AUTHORIZED REPRESENTATIVE PRINT NAME & TITLE
 DATE _____

VENDOR APPLICATION

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VENDOR RESPONSIBILITY CHECKLIST

SUBMIT COMPLETE AND SIGNED APPLICATION

SUBMIT SELLER'S PERMIT WITH APPLICATION

SUBMIT HEALTH PERMIT WITH APPLICATION (FOOD VENDORS ONLY)

SUBMIT BOOTH/CART/TRUCK PHOTO(S) WITH APPLICATION (IF YOU ARE A NEW VENDOR)

SUBMIT LIST/MENU OF ITEMS, INCLUDING PRICES, WITH APPLICATION; AND ITEM PHOTOS/SAMPES UPON REQUEST

SUBMIT PAYMENT WITH APPLICATION; FOOD TRUCKS SUBMIT REVENUE REPORT AND PERCENTAGE BEFORE YOU TEAR DOWN

SUBMIT INSURANCE CERTIFICATES PER ADDITIONAL INSURANCE REQUIREMENTS

READ, UNDERSTAND AND FOLLOW BORREGO DAYS DESERT FESTIVAL POLICIES

READ, UNDERSTAND AND FOLLOW BOOTH, CART AND TRUCK REQUIREMENTS, AS APPLICABLE

READ, UNDERSTAND AND FOLLOW HEALTH AND FIRE DEPARTMENTS' STANDARDS, AS APPLICABLE

BORREGO DAYS DESERT FESTIVAL POLICIES

1. DAYS AND HOURS FOR VENDORS

<u>EVENT DAY</u>	<u>SET UP</u>	<u>OPEN</u>	<u>TEAR DOWN</u>
FRI, OCT. 18, 2024	12 PM – 5 PM		
SAT, OCT. 19, 2024	6 AM – 8:30 AM	10 AM – 6 PM	
SUN, OCT.20,2024		10 AM – 3 PM	3: 05 PM – 7 PM

TIMES LISTED FOR VENDOR SET UP ARE THE MAXIMUM WINDOWS OF TIME AVAILABLE, AND UNFORTUNATELY, ARE NOT FLEXIBLE!

- SET UP** For check-in and set up on Friday, October 18 and Saturday, October 19, please check-in at the kitchen near the gazebo at the Christmas Circle Park. If you need assistance or Jenn Pollard has stepped away please wait at the check-in table or text 760-409-9779. DO NOT drive on the grass WITHOUT permission from Jenn Pollard. Commercial booths are located on the outer edge of the Christmas Circle Park and are easily accessible. Jenn Pollard and check-in team will provide space assignment, and only after all required paperwork is received and fees are paid. After setup, vendor vehicles (other than food trucks) must be removed from the Christmas Circle roadway. **Advanced permission required for any exceptions!**
- REFUNDS** The Borrego Springs Chamber of Commerce is not responsible for a vendor's closure by government officials, including inadequate health or fire equipment standards. There are no refunds if you are shut down by a government official, or if you are shut down or not allowed to open for not following the rules, regulations, standards and policies, or for not showing up. If the event is shut down due to act of God, weather or ware before 3:00pm Saturday, vendors will receive a full refund, if after 3:00pm there will be no refunds, as well as no refunds for temporary or intermittent shut downs for weather.
- PLAN AHEAD** Your booth, cart or truck should be totally self-contained for each day. Please plan ahead. It is important to estimate the number of items you will need for each day. BE READY WITH SET UP AND SUFFICIENT ITEMS, SUPPLIES AND STAFF FOR EACH FULL DAY'S REQUIREMENTS. Vehicle access during event hours is unavailable. If you use ice, remember this is the desert and plan for extra as supplies in town will be limited. Plan for resupply runs as needed. The nearest 24-hour big-box store is approximately 50 miles away in Brawley on S86, and the nearest 24-hour convenience store is approximately 25 miles away in West Shore at the intersection of S22 and S86.

5. **VENDOR AREA MAINTENANCE** You are responsible for keeping and leaving your vendor area clean and safe, and securing all signs. Bring your own trash cans for your area. Trash containers within Christmas Circle Park are for the festival attendees NOT VENDORS. Dumpsters are located at the northeast side of Christmas Circle on the street; please dispose of your booth trash there.

6. **ITEMS ALLOWED** You agree to sell, give-away or promote only the items on your preapproved list/menu included with your application, and approved by the Borrego Springs Chamber of Commerce. No provision of the preapproved list/menu shall be modified unless in writing signed by an authorized representative of the Borrego Springs Chamber of Commerce. To process your application, we **MUST** receive a **complete** list/menu of items with prices. Once your application is accepted, your list/menu of items may not change without written approval from the Borrego Springs Chamber of Commerce. This is a smaller venue, therefore multiple vendors with the same items are not encouraged. You may be asked to adjust your list/menu of items. Pictures and/or samples of your items may be required.

7. **ITEMS NOT ALLOWED** Items not allowed are alcoholic beverages (i.e. NO ALCOHOLIC BEVERAGES). These are exclusive to the ABC licensed beverage garden vendor. Other items not allowed are: projectiles or weapons of any kind (e.g., guns, knives, bows, arrows, slingshots, etc.), whether operable or inoperable, real or toy; cigarettes, pipes, cigars, vapes, incense; firecrackers, sparklers, poppers, shooting string or balloons; pornography; political or religious proselytizing; or anti-America propaganda. **Limited exceptions:** There are limited exceptions for local Borrego Springs nonprofits including religious organizations that provide an approved festival activity (e.g., children face painting, arts & crafts projects, puppet show, health screenings, etc.), they may also share their local nonprofit's programs and literature and collect donations.

8. **ITEM EXCLUSIVES** Item exclusives, especially for food and beverage, are encouraged as this is a smaller venue. Selection of vendors and exclusives is at the discretion of the Borrego Springs Chamber of Commerce, so **get your application in early!**

BOOTH, CART & TRUCK REQUIREMENTS AND HEALTH & FIRE DEPARTMENTS' STANDARDS

The Borrego Springs Chamber of Commerce Provides:

- A 100 sq. ft. booth space at Christmas Circle
- A curb space for each foot truck on Christmas Circle
- Utensil washing station at Christmas Circle
- Restrooms at Christmas Circle
- Entertainment at Christmas Circle

All Vendors are Required to Have:

- Self-Contained Booth, Cart or Food Truck
- Seller's Permit
- Licensed Driver and Proof of Insurance for any Vehicles on Public Roadways during Event Days and Hours
- Insurance Certificates as Specified by County of San Diego, if required by County of San Diego

All Food Vendors are Additionally Required to Have:

- Health Permit
- Fire Extinguisher, Minimum Classification 2A10BC
- Required Hand Washing Setup
- Proper Temperature Control of All Food and Beverages
- Only Unexpired Food and Beverage
- Booth with Floor and Sidewalls
- Food Storage 6" Above the Ground

All Cooking Food Vendors are Further Required to Secure:

- No open flame under tents or canopies. Mesh covering as required by the Health Department may be approved for this
- Propane tanks must be outside the booth, however, the burner can be inside
- Propane shall be secured outside of the booth area, away from public access

VENDOR INSURANCE REQUIREMENTS

GIVE THESE INSTRUCTIONS TO YOUR INSURANCE AGENT!

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

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NAME AS ADDITIONAL INSURED FOR THE BORREGO DAYS DESERT FESTIVAL, OCTOBER 18, 19, 20, 2024:

BORREGO SPRINGS CHAMBER OF COMMERCE
FRANCOISE RHODES, EXECUTIVE DIRECTOR
PO BOX 420, 786 PALM CANYON DRIVE
BORREGO SPRINGS, CA 92004-0420
EMAIL COPY TO: borregochamberdirector@gmail.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. IF THAT IS THE CASE FOR YOU, INQUIRE ABOUT THE INSURANCE WAIVER AVAILABLE. FRANCOISE RHODES, EXECUTIVE DIRECTOR AT 760-767-5555
OR borregochamberdirector@gmail.com**

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