

Reedley's Christmas in the Park & Electric Parade

December 3, 2021

4 p.m. to 9 p.m. at Pioneer Park
Craft & Retail Vendor Application

Applications will be accepted until: Wednesday, November 24, 2021 - 12:00 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.

Description of your items for sale (Please list all items. Vendors selling items not listed will be asked to leave the event): _____

CRAFT/RETAIL SALES	Non-Member	Chamber Member	Total
10x10 ft. booth space	\$60	\$40	
Electricity (Optional & Limited)	\$50	\$50	
City of Reedley Business License Fee	\$10	\$10	

Total Amount Due \$ _____

Visa/MasterCard accepted

Make checks/money orders payable to: _____

Greater Reedley Chamber of Commerce
1044 G 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 Greater Reedley Chamber of Commerce reserves the right to refuse an application for any reason. Once your application and payment has been received, you will receive a notice acknowledging participation, and no later than December 1, 2021 (by email/mail) you will be notified of your booth location along with a map and additional vendor instructions. Every effort will be made to accommodate special requests, **they are not guaranteed.**

INITIAL

All vendors must supply the Reedley Chamber of Commerce with certification documents indicating possession of Liability Insurance in the amount of \$1 Million and which has the Greater Reedley Chamber of Commerce is listed as additional insured. **NO EXCEPTIONS! You can purchase event insurance at <http://www.specialeventinsurance.com/> starting at \$50**

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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. 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.**

INITIAL

- **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.
- Booth must publicly display what your return policy is.
- **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.** Overhead 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 Greater Reedley Chamber of Commerce. **No refunds will be given under any circumstances after November 24, 2021.** After applications are submitted and approved the **cancellation fee prior to November 24, 2021, is \$10.00. No refunds due to booth placement dissatisfaction.**

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Set Up: Booth set up begins at 1 p.m. and Booths must open by 4 p.m. All vehicles and storage trailers must be removed immediately after unloading. 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 Chamber will issue one parking tag per booth to identify vendor's vehicles to local Police officers and event volunteers. **The tags must be always displayed on the driver side dash in the window.**

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Take Down: All vendors agree to participate for the entire length of the event Friday, December 3rd from 4 p.m. until 9 p.m. Vendors are responsible to clean up their booth area, bag, and dispense of trash in the proper receptacles.

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Hold Harmless/Liability Release: In consideration for being allowed to participate and attend the Christmas in the Park, 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, their employees, directors, and/or volunteers for injury or loss, however caused, even by negligence as a result of my participation.

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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 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 Greater Reedley Chamber of Commerce, it's agents, officers, employees, sub or independent contractors at Reedley's Christmas in the Park & Electrical Parade. 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 Greater Reedley Chamber of Commerce 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.

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Signature _____ Date _____

Helpful Information Related to the Craft & Retail Vendor Application

- All forms must be submitted with original signatures. If you complete online, please mail the originals to the Chamber office.
- All vendors must supply the Greater Reedley Chamber of Commerce with certification documents indicating possession of Liability Insurance in the amount of \$1 Million and which has the Reedley Chamber listed as additional insured. NO EXCEPTIONS!!!! You can purchase event insurance at <http://www.specialeventinsurance.com/> starting at \$50
- A copy of your City of Reedley business license or the form for a temporary business license and the applicable fee must accompany all submissions. NOTE: **All retail merchants (handmade/non-profit) and food vendors must obtain a city license. Information booths are not required to obtain a City License.**
- **A copy of Seller's Permit must accompany all submissions.**
- 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 in the same location as in previous events.**
- 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 clean.
- Vendors are to only sell from their booth, 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.
- 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 setup of, operation of, or take down of the event.
- Damage to private or public buildings, or any parts of those properties will be paid for by the vendor in full as determined by the Greater Reedley Chamber of Commerce, The City of Reedley, or the Business Owner.

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

*****KEEP THIS DOCUMENT FOR YOUR KNOWLEDGE AND USE***
Contact the Chamber if you have any questions at 559-638-3548**