

Reedley Street Faire

May 7, 2023

Craft/Retail Vendor Application

Email: marketing@reedleychamber.com

Preference will be given to Greater Reedley Chamber Members and returning vendors provided their application is received and paid by March 30, 2023. Requested spots are NOT guaranteed, and space is limited. Applications will be accepted until space is full or April 20, 2023 - 5:00 PM, whichever comes first.

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 types of items): _____

| CRAFT/RETAIL SALES | Non-Member | Chamber Member | Total |
|--------------------------------------------------------------------------------------------------------------------------------|------------|----------------|-------|
| 10x10 ft. | \$110 | \$80.00 | |
| 10x20 ft. | \$200.00 | \$150.00 | |
| <i>Everything must fit within your booth boundary.</i> | | | |
| | | | |
| City of Reedley Business License Fee | \$10.00 | \$10.00 | |
| Cleaning Deposit/Leave Early Deposit (Reimbursement check will be mailed within 14 days after event, if left clean.) | \$25.00 | \$0 | |
| Electricity and Water Hook Ups are not available. Quiet generators may be used. | | | |

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 Street Faire Committee 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. You will be notified of your booth location along with a map of the event area, and additional vendor instructions no later than May 3, 2023, by email/mail. 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.

INITIAL

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 Greater Reedley Chamber of Commerce listed as additional insured. You can purchase event insurance online at sites such as www.specialeventinsurance.com.

INITIAL

Booth Information: Each space is 10x10 ft. 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. 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 Craft/Retail vendors providing a certain item. However, care will be taken in placing similar exhibits apart from each other.
- Overhead covering of booth space is required.
- Your display tables and booths are to be presentable and **without sale, closeout, or discount signs. Return policies MUST be displayed.**
- No food, candy or drink sales allowed in 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.**
- 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 Street Faire 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 Street Faire Committee. No refunds will be given under any circumstances after **April 20, 2023**. After applications are submitted and approved the cancellation fee prior to **April 20, 2023**, is **\$25.00**. **No refunds due to booth placement dissatisfaction.**

INITIAL

Late Registration: Beginning April 21, 2023, there is a \$25 late registration fee for all Craft/Retail booths.

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Set Up: As to ease traffic congestion, you will be notified of a time frame to check in. Booth set up begins at 7:30 a.m. on May 7, 2023, and the booths must be ready to open by 10 a.m. No unloading will be allowed after 8:30 a.m. All vehicles and storage trailers must be removed immediately after unloading. No vehicles are allowed **AT ANY TIME FOR ANY REASON** in the event area once the event has started. Vehicles left unattended during the set-up or throughout the day **WILL BE towed at the owner's expense. NO EXCEPTIONS.** The Street Faire Committee will issue one parking tag per booth to identify vendor's vehicles to local police officers and event volunteers. **The tags must always be 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 (May 7, 2023, 10 a.m. to 4 p.m.) and take down of booth will begin at 4 p.m. that evening. Vendors are responsible to clean up their booth area, bag, and dispense of trash in the proper receptacles.

INITIAL

Hold Harmless/Liability Release: In consideration for being allowed to participate and attend the Reedley Street Faire, I agree to assume all risk connected there with and will not make claims against, sue, or attach the property of the Greater Reedley Chamber of Commerce or the Reedley Street Faire Committee, 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/or the Reedley Street Faire 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 Street Faire/Greater Reedley Chamber of Commerce, it's agents, officers, employees, sub or independent contractors at the Reedley Street Faire. 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/Reedley Street Faire Committee 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.

INITIAL

Signature _____ Date _____

Helpful Information Related to the Reedley Street Faire Vendor Application

- All forms must be submitted with original signatures. If you complete online, please mail the originals to the Chamber office.
- 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.**
- 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 Reedley Chamber listed as additional insured. NO EXCEPTIONS!!!! You can purchase event insurance at: www.specialeventinsurance.com
- 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 years.**
- All forms must be completed thoroughly prior to the deadline. Forms with missing information after deadline will be excluded from participation.
- Each vendor must always 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, park or street.
- 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 City Property or Private Property will be paid for by the vendor in full as determined by the City, Property Owner, Reedley Street Fair 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 the Chamber if you have any questions at 559-638-3548