

Reedley's Christmas in the Park & Electric Parade

December 5, 2025 - 5 p.m. to 9 p.m.

Pioneer Park

CRAFT & RETAIL VENDOR APPLICATION

Preference will be given to Greater Reedley Chamber Members and returning vendors provided that their application is received and paid by 5 p.m. on **October 30, 2025**. Requested spots are NOT guaranteed, and space is limited. Applications will be accepted until space is full or November 13, 2025 - 5 p.m., 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 all item types. Vendors selling items not listed will be asked to leave the event): _____

CRAFT/RETAIL BOOTHS	Non-Member	Chamber Member	Total
10x10 ft. No booth shall exceed specified space. If your booth exceeds the specified reserved space, additional fees shall be charged.	\$125	\$100	
Per Additional Adjacent 10x10 ft. Space	\$85	\$75	
City of Reedley Business License Fee (required)	\$10	\$10	
Electricity (Optional. 20 amps max, limited availability.)	\$60	\$60	

Total Amount Due \$ _____

Visa/MasterCard accepted (3.5% fee added)

Make checks/money orders payable to:

Greater Reedley Chamber of Commerce

1044 G Street

Reedley, CA 93654

Email: marketing@reedleychamber.com

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 2, 2025 (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 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 is listed as additional insured. NO EXCEPTIONS! You can purchase event insurance online at sites such as www.specialeventinsurance.com.

INITIAL

Booth Information: Each space is 10x10 feet unless stated otherwise. No booth shall exceed the specified space reserved. If your booth exceeds the specified space, an additional \$125 fee per 10x10 ft. area encroached upon 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 \$40.00 fee on all returned or cancelled checks.

INITIAL

- **The Chamber will not restrict the number of vendors providing a certain item.** However, care will be taken in placing similar exhibits apart from each other.
- **Retail candy or drink items may not be prepared on site and must be sealed for sale.**
- Vendors must provide their own equipment and supplies for their display area. Including tables, chairs, and power cords. If a generator is being used, it must be a 'quiet type'. **No loud generators will be allowed.** Overhead tent covering is required.
- 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 Chamber 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.
- Vendors may only conduct business within their paid area. Solicitation of business outside of your paid area is not allowed.
- Vendors must publicly display prices as well as any fees for credit/ATM transactions.
- Vendor must publicly display what return policy is.

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 13, 2025.** After applications are submitted and approved the **cancellation fee prior to November 13, 2025, is \$40.00. No refunds due to booth placement dissatisfaction.**

INITIAL

Set Up: Booth set up begins at 2 p.m. and booths must open by 5 p.m. on Friday, December 5, 2025. 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 always be displayed on the driver's 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 5, 2025, from 5 p.m. until 9 p.m. Take down should begin at 9 p.m. Vendors are responsible to clean up their booth area, bag, and **dispose of trash in the provided dumpsters only.**

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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.

INITIAL

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!!!!
- 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 the 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