



## HUGHSON CHRISTMAS FESTIVAL

A Family Affair

[www.hughsonchamber.org](http://www.hughsonchamber.org)

Saturday, December 7<sup>th</sup> 10am – 4:00pm

Alternative Date Sunday, December 8<sup>th</sup> 12pm-4pm

### Vendor Rules and Regulations

PLEASE READ THIS FORM CAREFULLY. YOUR SIGNATURE IS CONFIRMATION THAT YOU HAVE READ AND UNDERSTAND ALL THE RULES IN THIS PACKAGE. ANY APPLICATION SENT IN WITH MISSING DOCUMENTATION WILL BE PLACED IN STANDBY STATUS UNTIL ALL DOCUMENTS ARE PROVIDED AS REQUESTED. THIS IS A FIRST COME, FIRST SERVED EVENT.

1. Send one (1) photo of the booth set-up and (2) or more close-ups of products. Vendors may only sell those items listed on their application. Any deviance to this rule may result in removal of product, and failure to be able to participate in future events.
2. It is mandatory to include a #10 self-addressed and stamped envelope for all return correspondence. If there is no self-stamped envelope enclosed, we will email your confirmation and hold deposit for pick up only.
3. Resale number MUST BE included if applicable.
4. ONLY FOOD VENDORS ARE RESPONSIBLE TO PROVIDE PROOF OF LIABILITY INSURANCE.  
All others will need to have the certificate available during the event.
  - Food Vendors MUST include a copy of liability insurance.
5. ONLY FOOD VENDORS are required to submit a Stanislaus County Temporary Food Permit and required to abide by all requirements set by Stanislaus County Department of Environmental Resources. It is your responsibility to understand and comply with these rules. You can download an application for permit on our website, [www.hughsonchamber.org](http://www.hughsonchamber.org)
6. Spaces are first come, first served. We reserve the right to reject any seller. If you are selected to be a vendor at our event we will confirm with you within two weeks of receiving your completed application packet. To be accepted, you must send in your completed application, payment, and Certificate of Liability insurance if applicable. Upon acceptance you will be notified and emailed a map of the vendor area. NO REFUNDS AFTER ACCEPTANCE. NO EXCEPTIONS.
7. The Christmas Festival/Parade Committee will assign space locations. Space size is 12' x 12', and 12' x 24'.
8. ALL VENDORS MUST CHECK IN PRIOR TO OCCUPYING THEIR SPACE. Check-in will be 9:00 am Saturday morning at 7012 Pine St Chamber Office, Hughson. Check-in will be on Sunday at 10:30 am if held on December 8<sup>th</sup>. Please watch for announcements on social media.
9. Vendor agrees to keep booth space open until 4pm. Early breakdown will result in forfeit of deposit.
10. Bring your own props – No tents, tables or chairs will be provided.

11. There is no access to water hook-ups at the festival. Make sure to bring enough water for your needs and have a plan for proper disposal.
12. SECURITY: Limited security will be provided. Vendor assumes all risk of injury, loss, damage, or theft resulting to vendor's person or property located in, on or about the booth space.
13. The vendor is responsible to report and pay his or her own state sales tax. One-day seller's permits may be obtained from the State Board of Equalization office nearest you or on the web.
14. Spaces must be kept clean. Vendors must maintain booths in a clean, orderly, and attractive manner. Abide by all fire, health and safety laws and regulations applicable to use of such space. Anyone leaving any debris or items in their space will forfeit the security deposit and will not be allowed to attend future functions.
15. All booths must be anchored down, vendors will be held responsible for any damage caused by unanchored booths. Do not attach to buildings, drive stakes in parking lots, streets, sidewalks, planter areas, or otherwise deface the selling area which you occupy. The vendor is responsible for any damage incurred.
16. All activity is restricted to INSIDE your booth. Wandering sales will not be permitted. All occupying vendors must stay within their booth space, not extending beyond two feet in front of the assigned booth space. All merchandise must fit within the assigned booth space and is not to extend beyond assigned perimeter. No unattended children.
17. This is a family festival, so please advertise and dress appropriately.
18. Vendors, please bring your own change as we have assured our local stores that our participants will not request change.
19. In the event this show is cancelled, the Hughson Christmas Festival will only be liable to refund prepaid space fee and has no other liabilities with regards to this festival.
20. This event will take place RAIN or SHINE. Please follow us on social media to confirm whether the date of the Christmas Festival is December 7<sup>th</sup> or 8<sup>th</sup>. The vendor must agree to be available either day.
21. Failure to comply with any of the above rules and instructions during the event will be considered adequate grounds to immediately terminate your participation and automatically bar you from future functions. (NO REFUNDS)
22. Security Deposits are held until after the event to ensure spaces are left in the same condition they were in when the vendor arrived. Deposits may be withheld at management's discretion for, but not limited to failure to show, late arrival, violations of rules of the event, unauthorized sales, early load out and unattended booths.
23. Vendor agrees to abide by the terms and conditions of this contract and to comply with all federal, state, and local statutes, regulations, and ordinances. Vendor further agrees to assume all liability for any and all loss, injury or damage resulting from participation in the event and further agrees to hold the Hughson Fruit & Nut Festival, the Hughson Fruit & Nut Festival Committee members, the Hughson Chamber of Commerce, the Hughson Chamber of Commerce board members, the Hughson Unified School District, the City of Hughson, the Hughson Firefighters Association, and their respective agents, employees, representatives, contractors and property owners harmless and free from all liability relating to or resulting from vendor's participation in the event. Vendors will be responsible for their own merchandise and helpers.

# Acknowledgement of Vendor Rules and Regulations

By signing this form, you confirm that you have read, understood, and agreed to the terms and conditions of this application and the vendor contract. Please return this form with your completed application to the Hughson Chamber of Commerce.

\_\_\_\_\_  
Print Organization Name

\_\_\_\_\_  
Print Seller Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT**

**Hughson Chamber Office at 209-883-0811**

**OR VISIT US AT OUR WEB SITE:**

[www.Hughsonchamber.org](http://www.Hughsonchamber.org)

**HUGHSON CHAMBER OF COMMERCE #941664761 501 (C)6**

## THE FOLLOWING ITEMS ARE MANDATORY TO PROCESS YOUR APPLICATION:

- ☐ Signed Acknowledgement of Rules and Regulations
- ☐ Fully Completed Application
- ☐ An email address to provide your confirmation and request any further information needed.
- ☐ 2 separate checks made payable to: Hughson Chamber of Commerce.  
\$60 Booth Fee/ \$50 Security Deposit  
(If parade is on Dec. 8<sup>th</sup> from 12pm-4pm, you will receive a \$20 refund of booth fee)
- ☐ Enclose a self-addressed, stamped envelope, so we may return your deposit refund.
- ☐ 1 day Out of Jurisdiction Business License from City of Hughson ( MUST BE FILLED OUT) and submitted with Application.
- ☐ Photos of all merchandise to be sold and/or displayed.

## APPLICATION

Business Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Resale No: \_\_\_\_\_

Facebook or IG \_\_\_\_\_ \*Email: \_\_\_\_\_  
(\*Must provide email)

Number of Spaces 12X12: \_\_\_\_\_

Arts & Crafts must be handmade and displayed by the maker or family member, otherwise complete a commercial application. No yard sale or flea market items will be allowed. All tables must be covered. Boxes and storage must be kept out of sight. If additional paper is needed to list all items, please make a note here, and attach an additional sheet. Type and description of merchandise to be sold including photo(s):

### PLEASE CHECK THE CORRECT BOX:

- ☐ \$60 Arts & Crafts \_\_\_\_\_
- ☐ \$20 Arts & Crafts (Under 18 with adult supervision) \_\_\_\_\_
- ☐ \$60 Direct Sales \_\_\_\_\_
- ☐ \$60 Pre-Packaged Foods \_\_\_\_\_
- ☐ \$20 Rushed processing fee after November 18, 2024 \_\_\_\_\_

Must Include **refundable security deposit** by **SEPARATE CASH OR CHECK ONLY**

- ☐ \$100 Food vendor \_\_\_\_\_
- ☐ \$50 All other vendors \_\_\_\_\_

TOTAL Enclosed ..... \_\_\_\_\_

**ONLY CASH OR MONEY ORDER WILL BE ACCEPTED FOR BOOTH FEES AFTER NOVEMBER 18, 2024.**

MAIL THE ABOVE ITEMS TO:

Hughson Chamber of Commerce  
P. O. Box 1717  
Hughson, CA 95326