

Festival of the Arts Booth Application: May 20, 2012

Please print clearly and sign the application

Name of Business/Organization: _____

Applicant's Name: _____

Address: _____

Phone: _____ Fax: _____

*Email: _____ Website: _____

CA State Franchise Tax Resale #: _____

Types of merchandise, information, or food to be sold or distributed: _____

***Your email is required for future notification of our event**

If you are interested in participating in this year's event as a juried artist or sponsor, please call 619.294.2501 or visit www.northparkfestivalofarts.com for more information

Food Booth (10x20) Space Fees

Food Booth _____ x \$500 = _____

Discounts/Additional Fees

*Cleaning Deposit _____ x \$50 = + _____

Electricity _____ x \$50 = + _____

Late Fee (*postmarked after 03/16/12*)
_____ x \$50 = + _____

Early Bird Discount (*received by 01/06/12*)
_____ x \$50 = - _____

Total Enclosed: _____ = _____

Non-Food Booth (10x10) Space Fees

Non-Profit _____ x \$200 = _____

Non-Food _____ x \$300 = _____

Corporate _____ x \$350 = _____

North Park Main Street Businesses: Please call 619.294.2501 or email megan@northparkfestivalofarts.com

Discounts/Additional Fees

Corner Booth _____ x \$50 = + _____

Electricity _____ x \$50 = + _____

Late Fee (*postmarked after 03/16/12*)
_____ x \$50 = + _____

Early Bird Discount (*received by 01/06/12*)
_____ x \$50 = - _____

Total Enclosed: _____ = _____

**Return Application
and payment to:**

**NORTH PARK MAIN STREET
3076 University Avenue
San Diego, CA 92104-3055**

All vendors must have an approved application on file with North Park Main Street to share, sample, or sell products and/or information with the public within the event footprint. North Park Main Street and the Festival Committee assume no responsibility for any loss, damage, injury, or claim arising out of the participants acts or omissions in the North Park Festival of Arts. Further, the participant shall defend and indemnify North Park Main Street and the Festival Committee for the negligence, fault, misconduct, and liabilities caused by the participant should said negligence, fault, and/or misconduct lead to the filing of a claim or legal action. The participant agrees to abide by the Information, Rules, and Regulations outlined by North Park Main Street in the Vendor Application for 2012. Violation of the Information, Rules, and Regulations may result in expulsion from the event and exclusion from future events.

Signature: _____

Date: _____

Information, Rules and Regulations
IMPORTANT INFORMATION! PLEASE READ BOTH PAGES CAREFULLY!
North Park Festival of Arts ♦ May 20, 2012 ♦ 10:00am-6:00pm

Booth Space

- ♦ FOOD vendor spaces are 10ft x 20ft. NON-FOOD vendor spaces are 10ft x 10ft.
- ♦ Only booth space is provided. **You must provide your own canopies, tents, tables, chairs, trash cans, and extension chords as needed.**
- ♦ CA Seller's Permit and Health Permit (where applicable) must be available for inspection prior to set-up. No food or merchandise sales will be allowed without a valid permit.

Event Hours/Set-Up/Breakdown

- ♦ The festival will run from 10:00am-6:00pm on Sunday, May 20, 2012. Vendors are required to be ready and open by 10:00am and remain open until 6:00pm. All Sales must cease no later than 6:00pm. Violators will risk being excluded from future participation in this community event.
- ♦ FOOD vendors will be allowed in the staging areas for unloading from 6:00-9:00am. All other participants will be allowed in the staging area from 6:30-9:00am. You may NOT begin assembling your booth until after your vehicle is removed from the staging area. Parking is available on the street in the areas surrounding the festival in addition to free parking in the structure located at 29th & University Ave. Do not park in private lots--your vehicle may be towed.
- ♦ No vehicles are allowed in the staging area during event hours. **All vehicles must be out of the event footprint no later than 9:00am.** Vehicle access will not be permitted until AFTER 6:00pm or when the San Diego Police Department and Fire Marshall have cleared the area of pedestrians.
- ♦ All vendors must have their space cleared and cleaned no later than 7:30pm.

Sales Information

- ♦ North Park Main Street and the Festival Committee reserve the right to refuse vendors and will determine those businesses and activities most suitable for the event. Vendors shall not set restrictions on North Park Main Street's regulations.
- ♦ All vendors must submit their application with a detailed description of ALL merchandise and/or printed matter to be sold or distributed by them. The reproduction of any artwork, past or present, of North Park Main Street will not be permitted.
- ♦ The Vendor Coordinator may request additional information, pictures, or samples before the application is approved.
- ♦ Absolutely NO tobacco or alcohol can be sold. NO illegal drugs or drug paraphernalia or depictions of same will be allowed.
- ♦ Absolutely NO racist, sexist, pornographic, or otherwise offensive merchandise or literature will be allowed. Throughout the day, the Vendor Coordinator will conduct booth inspections. Any items in violation must be removed.

Health Permits

- ♦ Food vendors must provide a list of all foods to be sold, including whether foods are prepackaged or prepared on-site.
- ♦ All food vendors are responsible for the appropriate health permits and fees with the San Diego County Department of Environmental Health. Those who do not obtain their permit more than 14 days prior to the event will pay a \$75.00 County late fee. Call 619.338.2363 for more info.

Clean-Up

- ♦ It is the **responsibility of the vendor** to clean the allotted booth space including removal of all their own trash
- ♦ The vendor must clean their allotted booth space immediately upon the conclusion of the event at 6:00pm. **FOOD VENDORS are required to include a \$50.00 refundable cleaning deposit along with their booth fee. Deposits will be sent out depending on the condition of the booth space when inspected by the Vendor Coordinator after load-out is complete.**

Electricity

- ♦ Limited electricity will be available to festival participants for a \$50.00 fee if reserved in advance.
- ♦ Electricity CANNOT be requested on the day of the event. Generators of any kind are **prohibited**.

Information, Rules and Regulations
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Booth Decor/Amplified Music

- ♦ The Festival Committee asks that all vendors use tables, sandwich boards, easels, etc. to display all goods for sale. No items shall be displayed on the ground or outside the allotted booth space.
- ♦ Signage and booth decorations are encouraged as long as they are in good taste and do not interfere with neighboring vendors.
- ♦ The Festival Committee reserves the right to remove any decor deemed inappropriate for the event.
- ♦ Only vendors marketing music, tapes, or CD's are allowed to use amplified devices (ie. "boom boxes") and must have prior consent from the Festival Committee. Amplified music should not interfere with neighboring vendors.

Application Information/Booth Assignments

- ♦ Vendor acceptance and booth assignments are made on a first come, first served basis, according to when the **application AND payment** are received. Postdated checks will NOT be accepted.
- ♦ An Early Bird Discount is available for applications received ON or BEFORE **January 6, 2012**, including applications dropped off to the North Park Main Street office by close of business that day.
- ♦ Applications are due by **March 16, 2012**. A **late fee of \$50.00** will be added to any applications received ON or AFTER **March 17, 2012**, no matter what date is listed on the application. ALL late payments are NON-refundable.
- ♦ When mailing in your completed and signed application, please include payment by check or Money Order ONLY.
- ♦ Payments received AFTER **April 30, 2012** must be by Money Order or Cashiers Check ONLY. Personal or business checks will NOT be accepted after April 30, 2012.
- ♦ Cancellations must be received in written form no later than **April 6, 2012**. Cancellations received by this date will be granted a refund MINUS a \$25.00 processing fee. **No refunds will be honored if a written request is not received by April 6, 2012.**
- ♦ Any overpayment of fees is NON-refundable. Corner booths require an additional \$50.00 payment. FOOD vendors are **exempt** from corner booth fees.
- ♦ Vendor confirmation and booth assignments will be EMAILED out no later than 2 weeks prior to the event date. No paper confirmation will be sent so please make sure to have a valid email address on file.

Final Vendor Checklist

INCLUDE your email address to receive correspondence and information on future events	
Complete, sign, and enclose the vendor application WITH payment	
INCLUDE proof of non-profit status, if applicable	
INCLUDE a \$50.00 refundable cleaning deposit. (FOOD vendors only)	
Applications received ON or AFTER <u>March 17, 2012</u> , INCLUDE a \$50.00 late fee	
Payments accepted ON or BEFORE <u>April 30, 2012</u> : MO, personal, business, or cashiers check	
Payments accepted AFTER <u>April 30, 2012</u> : Cashiers check or Money Order ONLY	

Questions? Concerns?

North Park Main Street ♦ 619.294.2501 ♦ npbid@northparkmainstreet.com
 Megan Tinio ♦ Vendor Coordinator ♦ 619.888.2102 ♦ megan@northparkfestivalofarts.com