**Vendor Inquiry Dia de los Muertos**

Details

This year's event will take place on Saturday, October 14th and will be held from 10:00 am to 4:30 pm. Set-up time will be between 7:00AM to 10:00 am. Breakdown is from 4:30-6pm

\*Tables, chairs, market umbrellas available for additional fee

**Food Vendor** Fees $300 – includes business license fee ($53.75)

**Face Painters/Caricature** $150 -includes 1 day business license fee. A market umbrella can be provided for an additional fee.

**Art & Craft Vendor** $150 (cost includes a 1-day business license fee).

This will provide you with a 10x 10 space. Electricity is not available. A minimum of 25% of your merchandise be related to the event. It is important that the vendor market is visually tied to the event. We are asking that booths use Mexican Market/Dia de los Muertos decoration to make the area more appealing, adding to the success of all.

Your Information

Name/Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instagram\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What do you sell? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you make your products? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_I agree to promote, share, and tag this event on social media.

\_\_\_\_\_\_I will be set up and ready by the start of the event. If I am late arriving, It may forfeit my participation in the event

\_\_\_\_\_\_ I understand that my spot will be reserved once payment has been sent and that fees are non-refundable.

I have read and will comply with all the rules of the event and all applicable laws. I hereby release from liability the event organizers, city, sponsors, and affiliates.

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Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VENDOR HOURS

SET UP begins at 7:00 am and must be completed by 10:00 am. Booth must be continually manned throughout the event. TEAR DOWN begins at 4:30 and must be completed before 6 pm.

VENDOR AGREEMENT OF POLICIES AND PROCEDURES

1. PARKING:
2. BOOTH SPACE: Vendor space will not be confirmed until full payment is received. Vendor space allocation will be assigned to best benefit the festival and surrounding businesses as determined by the festival committee. Vendors are encouraged to decorate their booth space. No hand-written booth signs are allowed; please be professional. Vendors will be responsible to provide their own tents, tables, chairs, etc. All tables must be covered. The use of open flames is prohibited. Exhibitors shall not transfer or sublet the space or any part thereof or permit the same to be used by any other person without the written consent of the event staff.
3. DISPOSAL OF FOOD AND TRASH: Vendor warrants that the premises shall be left in the original condition as on arrival; this includes picking up trash at and around the vendor’s premises.
4. FOOD PERMIT: Food vendors are required to obtain a Mobile Food Permit.
5. GENERAL LIABILITY INSURANCE: Each vendor shall carry and name both **City of Claremont** & **Claremont Heritage** as an additional insured 7 days prior to the festival. If proof of liability insurance is not provided by this date, the agreement will be null, and void. The vendor’s booth space and deposit fees will be forfeited. Exhibitor will indemnify and hold event harmless from all costs, losses, damages, or expenses including expense of litigation and attorney’s fees, resulting from any person or property arising out of any act of omission of vendor of his employees or other representatives.
6. RAIN POLICY: The Festival will continue, rain or shine, with NO REFUND OF FEES. Vendors will be given the option to remain or may leave.
7. TERMINATION: The festival committee reserves the right to terminate the operation of the vendor at any time during the festival for any of the following reasons: \* Any vendor who is not set up on time will have their space automatically forfeited. \*A Professional manner is not maintained by the vendor and its employees \* Vendor or its employees commit any act detrimental to the purpose of the event \* Vendor or its employees violate any provisions of the Health Department. \* Vendor or its employees fail to cooperate with the event management staff. No refunds will be granted for violations of the policies. Exhibits shall not display, sell, or dispense any items with offensive, profane, and/or drug related paraphernalia.
8. Vendor acknowledges that submission of an application does not guarantee acceptance.