



## MOVIES IN THE PARK EVENT VENDOR SPACE AGREEMENT

All vendors must register by completing this Vendor Space Agreement, Madera County Health Permit (Food Vendors Only) and pay the applicable fees at time of submission of application to host a booth at City of Chowchilla Events. If all documents and fees are not paid before the cut-off date, you will not be eligible to participate. **Events applications will be considered only if they are applicable to the youthful audience.**

**NO VENDOR REGISTRATIONS WILL BE ACCEPTED AFTER CUT-OFF DAY 05/24/2021.**

### **Vendor Space:**

Spaces are approximately 10'x10' in size and located within the event area. Spaces will be placed randomly on the grass area within the event, no vendor site is guaranteed. **Only one (1) business or organization allowed per space.** Vendor applications are accepted and granted by the staff of the City of Chowchilla, based on the event's needs. No applicant is guaranteed to be a vendor, and we will try our best not to duplicate vendors.

Vendor will be notified once agreement application is approved by staff. If an application is not approved; application fee will be refunded to applicant. **Any food vendors who do not follow the Madera County Health Code Guidelines may be asked to leave and will not be allowed to participate in the future events. All food vendors who are not serving only pre-packaged food, must have a permit from Madera County.**

Mail or drop off the fully completed agreement at *City Hall, 130 S. 2<sup>nd</sup> Street, Chowchilla, CA 93610*. Payment for all applicable vendor space fees is due at time of the Vendor Space Agreement submission. *Kindly make check/money order payable to City of Chowchilla or you may make arrangements to pay by credit card.*

**No deferred payment accepted, applications without payment will not be considered.**

### **The vendor fees are as follows:**

<b>Non-Profit/Government</b> <i>Informational Only</i> <i>(No Sales Transactions)</i> <i>Limited number of spaces available</i>	<b>FREE</b>	Agencies and organizations providing information and resource materials <b>ONLY</b> , that are approved by the City of Chowchilla, <b>NO</b> sales transactions of any type or value, including raffle/giveaway. Proof of Non-Profit Organization Required.
<b>City of Chowchilla Vendor Fee</b> <i>(Sales Transactions) Fee Does not</i> <i>apply to Certified Farmers or Cottage</i> <i>Farmers</i>	<b>\$36.00*</b>	Conducting sales transactions of any type or value, e.g., food, products, goods (handmade or commercial), opportunity drawings/raffle, donations, etc. If you cannot attend all six event dates, please note that on application. No discount will be given for dates missed.
<b>Madera County Health Department Fee for Food Vendors.</b> <b>Make Payable to City of Chowchilla</b> <b>Does not apply to Non-Profits, Certified Farmers or Cottage Farmers.</b>	<b>\$115.00</b>	For-Profit food vendors are required to pay the applicable fee. Non-Profit vendors are exempt from this charge. The City will collect the fee and application and turn in to Madera County Health Department. Proof of Non-Profit Organization Required.

*\*Fee good for all six event dates*

- ❖ Agreement must be received by **May 24, 2021** for food vendors, merchant vendors June 7th, either by mail or in person. All vendor information must be provided to ensure proper space confirmation.
- ❖ Vendors **provide own booth set-up**: including tables, chairs, canopies, generator power to operate equipment. **NOTE:** Vendors must provide their own power, such as a portable generator, to operate any equipment requiring electricity. No electricity will be provided by the City of Chowchilla unless special arrangements have been made. Any canopies must be secured to the ground.
- ❖ The City of Chowchilla reserves the right to change vendor spaces as they see fit.
- ❖ Non-Profit/Government spaces are limited based on availability.
- ❖ Food vendor space/trailer will be limited and approved on a needed basis. **Food vendor space/trailer must meet the Madera County Health Regulations for Food Vendors.** The vendor space must be kept clean, and is the sole responsibility of the vendor. Vendor must provide trash cans for their immediate use. A dumpster is provided for vendor bagged trash. Trash cans are provided for patrons around the park area. **Any persons who do not follow the Madera County Health Code Guidelines may be asked to leave and will not be allowed to participate in the future events.**
- ❖ Vendors are responsible and liable for their own merchandise/food and for obtaining and reporting any licenses, taxes, and/or fees.
- ❖ All items sold (including food) are to be listed on the following page of this Vendor Space Agreement. Please be specific to avoid duplication. Please do not sell any items you do not have listed. **NO USED ITEMS WILL BE ACCEPTED**, except “antiques.”
- ❖ Vendor vehicles cannot block any side streets. Parking for vendors will be announced the day of.
- ❖ **Vendor set up is between** 4:00 – 5:00 pm. the day of the event. Vendor may not dismantle any earlier than 8:30 p.m. **NO EXCEPTIONS!!**
- ❖ Some spaces may be located directly in the afternoon sun, it is recommended for all vendors to have canopies readily available.
- ❖ **Once you are an approved vendor, there will be no refunds given. If you do not show up at the event, you will not be allowed to participate in future events.**

**Event Dates and Times: June 12, June 19, June 26, and July 3**

**Located at Veterans Memorial Park, 600 W. Robertson Boulevard, Chowchilla**

## VENDOR APPLICATION

The City of Chowchilla reserves the right of the booth assignments, to curtail in whole or in part, that which may reflect against the character of the City of Chowchilla, and to allocate a specific number of vendor spaces per industry/menu. Seller or non-seller vendor agrees to all of the regulations listed on page one and two of this application and assumes self-liability for any loss or injury resulting while participating in this event. Sellers and non-sellers agree to hold the City of Chowchilla, its agents, employees, and/or volunteers free from any and all liability.

Organization/Business Name: \_\_\_\_\_

Contact Person (if different than listed above): \_\_\_\_\_

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

Contact Phone Number: \_\_\_\_\_

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

Number of Spaces requested: \_\_\_\_\_

\_\_\_\_\_ x Fee \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_ Paid: ☐ Cash ☐ Credit ☐ Check No. \_\_\_\_\_

**Reminder: No electrical service or hook ups provided by the City of Chowchilla**

**REQUIRED:** Please give specific description of materials, literature and/or items to be sold or handed out (list all items completely) as well as specific menu items:

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- ❖ I understand once I am an approved vendor, there will be no refunds given. If I do not show up at the event dates as stated on this application, I will not be allowed to participate in future City events. \$36 is the fee for all six dates, no discounts will be given if you cannot attend all dates.

**I am committing to be a vendor on the following dates: (Please Circle)**

**June 12**

**June 19**

**June 26**

**July 3**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Will you be doing a Raffle or Giveaway at your booth? Yes \_\_\_\_ No \_\_\_\_

For more information contact the City of Chowchilla, Recreation Manager at 559-665-8615 ext. 110 or email us at [Swisener@cityofchowchilla.org](mailto:Swisener@cityofchowchilla.org).

**PLEASE ONLY RETURN PAGE 3, KEEP PAGES 1 & 2.**

(For City Use Only)

Date Rec'd: \_\_\_\_\_

Amount Rec'd: \$ \_\_\_\_\_

Cash \_\_\_\_ Check # \_\_\_\_ Credit Card \_\_\_\_

Staff Approval: \_\_\_\_\_  
(Date)

Vendor #: \_\_\_\_\_