



Annual 4th of July Jubilee - Tuesday, July 4, 2017
"The Oldest Festival on the Arcata Plaza"

Vendor Applications due on or before Monday, May 8, 2017

Read the "Vendor Checklist & Guidelines" prior to completing this application and use the "Checklist" as your guide to make sure you are sending us all required materials. Direct any questions to Molly or Joellen at the Arcata Chamber of Commerce at 707.822.3619 or arcata@arcatachamber.com

Applicant

Owner's Name _____

Contact Person _____

Business Name/Organization _____

What do you sell? _____

Website/Instagram/Facebook _____

Mailing Address _____

City, State, Zip _____

Email _____

Phone/Cell _____

Returning Vendors

Would you like the same spot or something different? Please specify location and we will do our best to accommodate.

Permits/Licenses

Check which one of the following applies to you:

- I have a current Arcata Business License # : _____ and will include a copy.

- I will purchase a one day City of Arcata Business License for the fee of \$21.00.

- I am a certified non-profit organization.
 Non-Profit ID #: _____
 (If you are a certified nonprofit the business license fee is waived.)

- CA Seller’s Permit # (If applicable): _____

SS# _____

Driver’s License # _____

Insurance Required

- I have insurance and am submitting a copy with this application.

- I will be purchasing a one-day insurance policy and am submitting a copy with this application.

You are responsible for obtaining insurance. You are required to name Arcata Chamber of Commerce as “Additional Insured.” Single day certificates can be obtained at Galescreek.com. Your application will not be complete until the certificate of insurance is received by us. The certificate shows proof of Comprehensive General Liability of \$1,000,000, \$1,000,000 aggregate, including products completed operations, personal injury, fire legal \$50,000, and medical payments of \$1,000.

Fees

Each space is 10’ x 10’

How many booth spaces? _____

Check which one applies:

- Food \$150**
 (Be sure to include a copy of Temporary Food Facility Permit)

- Arts & Crafts \$140**

- Informational Nonprofit \$70**

- Informational For Profit \$100**

- Temporary Business License \$21**

Total Due: _____

Payment

Please indicate form of payment below. Checks are payable to Arcata Chamber of Commerce 1635 Heindon Road Arcata, CA 95521.

Total Payment: \$ _____

Cash _____

Check #: _____

Credit Card Number: _____

Expiration Date: _____

3 Digit Code: _____

There will be no refunds whatsoever given on your application, permits or licenses after Monday, June 5, 2017. In the event that you are not chosen to participate, we will refund your booth fee.

Issuance of a business license does not excuse noncompliance with any applicable state, county or municipal laws or regulations. The Arcata Chamber of Commerce assumes no responsibility for personal injury or damage to, loss or theft of any merchandise. I understand that I am responsible for providing Proof of Insurance. My participation is contingent on my compliance with the Vendor Guidelines of the 4th of July Jubilee.

I hereby certify under penalty of perjury that the above information is true and correct and I further agree to all the terms and conditions included in the Vendor Checklist & Guidelines.

Signed: _____ Title: _____

Date: _____

Please turn in a copy of this application with your payment.

We look forward to reviewing your application!

You will be contacted upon receipt of your application.

Please check your spam folder for our email if you do not see our reply within seven business days.



Checklist & Information

4th of July Jubilee Vendors

Date: Tuesday, July 4, 2017
Time: 10:00 a.m. to 5:00 p.m.
Where: Arcata Plaza

Deadline to Apply: Monday, May 8, 2017

All Vendors

- Reviewed “Event Guidelines.”
- Completed all sections of the “4th of July Jubilee Vendor Application.”
- If you have a current Arcata Business License, submit a copy.
- If you do not have an Arcata Business License, include a payment of \$21 to the Arcata Chamber of Commerce.
- Submitted certificate of insurance with my application, check with your carrier to be sure they sent it to us.

Food Vendors ONLY

- Submit a copy of your approved Temporary Food Facility Permit, issued by the Humboldt County Environmental Health Department. **This process can take up to two weeks – get started early!** Submit your payment for this permit to the Humboldt County Environmental Health Department. 100 H Street, Suite 100 Eureka, CA 95501. Phone: 707.445.6215
- Email us a photo of the foodware you will be serving so we can be prepared to sort and recycle them. Thank you!

Food Booths

All food and beverage booth vendors are required to submit an application for temporary food facility permit to the Humboldt County Environmental Health Department. Contact them for your application at 100 H Street, Suite 100 Eureka, CA or 707.445.6215.

- Your application can take up to two weeks to process – turn it in early!
- Applications turned in to the Arcata Chamber less than **10 week days** before the event may have an additional twenty percent processing fee added.
- Display the approved temporary food facility permit along with your business license at your booth the day of the event.

Food and Beverage booths must also adhere to the Arcata Fire Protection District's Street Booth Regulations. A copy of the regulations will be sent with your confirmation letter. Should you have questions before the event, contact the Arcata Fire Department at 631 Ninth Street Arcata, CA 95521 707.825.2000.

We are evolving this event to be as environmentally friendly as possible, which means your service wares MUST be compostable. Paper plates, cups, and boats etc. Absolutely NO PLASTIC WATER BOTTLES or STYROFOAM.

Information

Booth Set-up

7:00 a.m. to 9:30 a.m.

Vehicles off the Plaza by 8:30 a.m. (Important: failure to do so results in \$250 fine.)

Festival begins at 10:00 a.m.

Booth Clean-up

Clean-up 5:00 p.m. to 6:30 p.m. (Important: failure to finish by 7:00 p.m. results in \$250 fine.)

Booths

Dimensions: Booth spaces measure 10' across by 10' deep (8' x 8' prep space for **food vendors**). Booths (including chairs, supplies, poles, etc.) must fit within these dimensions, with the exception of food vendors. Food vendors are positioned with limited space directly behind their booth. If a larger space is needed, you may apply for two spaces. All vendors provide their own booth structure. Food vendors must have a fully enclosed booth.

Decorations

This is a family-focused event. Please decorate your booth appropriately.

Insurance

Required. See Vendor Application for details.

California Seller's Permit

If you will be selling anything that is taxable, you must fill in your California Seller's Permit Number on your application. If you do not have a CA Seller's Permit, apply for one with the State Board of Equalization in one of the following ways:

1. Use the electronic registration at www.boe.ca.gov/info/reg.htm
2. Call the BOE at 1.800.400.7115
3. Apply in person - look up the nearest field office at: www.boe.ca.gov/info/phone.htm

Allow four weeks to process your California Seller's Permit application.

According to the Board of Equalization Office, any food or beverage items requiring preparation are taxable. Additionally, all carbonated beverages are taxable. Prepackaged foods and non-carbonated prepackaged beverages are not taxed.

Business License

You are required to have an Arcata business license to sell on the Plaza. If you have one, include the number and a copy in your application and post a copy in your booth on the day of event. If you do not already have one, include the \$21 fee in your total payment to the Arcata Chamber of Commerce and we will submit it to the City and distribute it to you on the day of event.

Non-Profits are **not** required to pay the \$21 fee, but please include your non-profit ID in your application.

Water and Electricity

You will need to bring your own container to transport the water available on the Plaza. The water is located in the planter bed at the southwest corner of the Plaza (across from Jacoby's Storehouse). We will not have access to electricity. If you need electricity, you must provide your own approved, quiet, smoke-less generator.

Food Vendor Reimbursement

Event Volunteers will be given a certificate to be redeemed at your vendor food booths. You will be reimbursed if you turn in your certificates to the Chamber booth by the end of the event or by Friday, July 14.

Cancellations

If you choose to relinquish your space after your application has been processed 20 percent of your payment will be retained as a processing fee. **No refunds whatsoever will be given after Monday, June 5, 2017.** The festival takes place rain or shine. **There are no refunds for inclement weather.**

I understand that a \$250.00 penalty fee will be charged for each of these infractions:

- (1)** Presence of a vehicle on the Plaza after 8:30 a.m.
- (2)** Failure to stop selling merchandise after 5:00 p.m.
- (3)** Failure to finish takedown by 7:00 p.m.
- (4)** Any merchandise, garbage or food and beverage that is left behind from your booth space