



Checklist & Information

4th of July Jubilee Vendors

Date: Thursday, July 4, 2019

Time: 10:00 a.m. to 5:00 p.m.

Where: Arcata Plaza

Deadline to Apply: Monday, May 5, 2019

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 \$24 to the Arcata Chamber of Commerce and complete the attached the City of Arcata business license application. (Non-profits need to fill this out, but do not pay the fee for license.)
- Submitted certificate of insurance with my application, check with your carrier to be sure they sent it to us.

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 and questions 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!
- 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. We will email you a copy of the regulations. Should you have questions, 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, please consider this when purchasing dishware and utensils. 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.

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 pre-packaged 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 license number and a copy in your application (post a copy in your booth on the day of event). If you do not already have one, fill out the attached City of Arcata business license application and include the \$24 fee in your total payment to the Arcata Chamber of Commerce (we will submit it to the City and distribute it to you on the day of event).

Nonprofits are **not** required to pay the \$24 fee, but please fill out the attached City of Arcata's business license application.

Water and Electricity

You will need to bring your own container to transport the water available on the plaza. If you need electricity, please talk to us immediately about this possibility.

Food Vendor Vouchers

Event Volunteers will have vouchers to spend at vendor food booths. You can be reimbursed by bringing the vouchers to the Chamber booth at the end of the event or by Friday, July 12.

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 3, 2019.** The festival takes place rain or shine. **There are no refunds for inclement weather.**

We look forward to reviewing your application!

Expect to receive the vendor map the week prior to the event.



Annual 4th of July Jubilee - Thursday, July 4, 2019

"The Oldest Festival on the Arcata Plaza - 62 years!"

Vendor Applications due on or before Monday, May 5, 2019

Read the enclosed "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. **(Do not fill out the attached City business license application.)**
- I will purchase a one day City of Arcata Business License for the fee of \$24.00 and **fill out the attached City of Arcata application. Return the application to us, NOT the City.**
- I am a certified non-profit Non-Profit ID #: _____
(If you are a certified nonprofit fill out the attached City of Arcata business license application. However, the business license fee is waived.)
- CA Seller’s Permit # (If applicable): _____

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 through ACT (Artists Crafters Tradesman) for \$39. 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 what applies:

- Food \$150/ Double booth \$250**
(Be sure to include a copy of Temporary Food Facility Permit)
- Arts & Crafts \$140/ Double booth \$240**
- Informational Nonprofit \$70/ Double booth \$120**
- Informational For Profit \$100/ Double booth \$180**
- Temporary Business License \$24**

Total Due: _____ (If you are an Arcata chamber member, take 10% off your booth fee.)

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 3, 2019.

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!

Expect to receive the vendor map the week prior to the event.



CITY OF ARCATA

736 "F" Street • Arcata, CA 95521
(707) 822-5951

Fourth of July

BUSINESS LICENSE TAX CERTIFICATE APPLICATION

Business Name _____		• OFFICIAL USE ONLY •	
Corporate Name _____ <small>(If Different)</small>		BUSINESS LICENSE NO. _____	
Business Location _____ <small>(Not P. O. Box)</small>		EXPIRATION DATE _____ Event Use Only	
City _____ State _____ Zip _____		INPUT/MAILED _____	
Bus. Phone () _____ Bus. Fax () _____		TOTAL PAID \$ _____	
Mailing Address _____ <small>(if Different)</small>		CHECK # _____ CREDIT CARD <input type="checkbox"/> CASH <input type="checkbox"/>	
City _____ State _____ Zip _____		Email Address _____	

Start Date	Description of Business

Ownership: Corporation Ltd Liability Corp Sole Proprietor Partnership Trust

Enter below names of Owners, Partners, or Corporate Officers - Use Additional Sheets as necessary

Owner Name _____ Title _____ Phone () _____

Home Address _____ Drivers License No. _____

City _____ State _____ Zip _____ Social Security No. _____

Owner Name _____ Title _____ Phone () _____

Home Address _____ Drivers License No. _____

City _____ State _____ Zip _____ Social Security No. _____

Event Fees \$20.00 State CASP Fee \$4.00

Total Fees \$24.00

****SUBMIT THIS FORM WITH PAYMENT TO EVENT ORGANIZER****

PLEASE FILL IN THE APPROPRIATE BOXES BELOW AND SIGN

IMPORTANT NOTE: Issuance of a Business License Tax Certificate does not in any manner excuse compliance with any applicable state, county or municipal laws or regulations. You are advised that the zoning laws, building codes, public health laws and other laws and regulations of the City, county, state or federal governments may affect your ability to conduct business at the address indicated. Contact the Community Development/Building Department at 822-5955 and the Environmental Services Department at 822-8184 for further information. Violations of laws subject you to prosecution and possible penalties. The purpose of the business license tax is solely to raise money for municipal purposes and is not intended to be a license to do business.

CERTIFICATION: I certify under penalty and perjury that the above information is true and correct to the best of my knowledge.

Signature _____

Title _____ Date _____

Thank you for doing business in the City of Arcata

Fourth Of July: \$24.00 (416/312)

TOTAL AMOUNT DUE: \$24.00

FOOD BOOTHS: Contact Humboldt County Health Department (707-445-6215) to ensure your business is not in violation of any laws/regulations.

NOTICE: Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies: The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx - The Department of Rehabilitation at www.rehab.cahwnet.gov - The California Commission on Disability Access at www.cdda.ca.gov.