



HauntFest on Main 2017

Sales Vendor Application / Terms of Agreement

Date: Friday, October 20, 2017
Time: 5:00 p.m. - 10:00 p.m.
Location: Downtown El Cajon

To Apply for a Sales Vendor Space:
Complete Application / Terms of Agreement and Submit With Payment by September 8, 2017
 Return to: City of El Cajon Recreation Department, Attn: Glenice Stainbrook
 200 Civic Center Way, El Cajon, CA 92020
 Phone: (619) 441-1674 Fax: (619) 440-8750 E-Mail: gstainbrook@cityofelcajon.us
Early submittal recommended. All booths must be approved by HauntFest Committee.
Submission of Application Does Not Guarantee Nor Confirm Booth Space.

Contact Information

Organization / Business Name:		
Contact Name:		
Mobile Phone:	Other Phone:	
Email:	Website:	
Mailing Address:		
City:	State:	Zip:

Booth Fees

- \$80 Booth Fee Includes:**
 1 – 10' x 10' **SPACE ONLY**
 Event Liability Insurance
Vendor responsible for supplying own canopy, tables and all equipment.

- \$50 – Power**
Electricity is limited. No more than 1,500 watts will be available per booth. Personal whisper-silent generators and battery operated devices are allowed with prior **HauntFest** Committee approval.

- \$5 - City of El Cajon 1-Day Business License**
 Provide a copy of your El Cajon Business License with application or check box if purchasing a 1-day El Cajon Business License.

TOTAL AMOUNT INCLUDED Make check payable to: **City of El Cajon**

CRITERIA: Each sales booth should reflect a Halloween theme, or showcase handmade products created by you, such as jewelry, pottery, textiles, musical instruments, toys, candles, woodwork, art, etc.

Briefly describe what you will be selling. Please use additional sheets if necessary. If items change, please notify **HauntFest** Committee as soon as possible.

Item	Price Range	Item	Price Range

Describe the appearance of your booth and the set up time required.

Office Use Only

Date Received: _____ Initials: _____ Approved: _____ Denied: _____
 Check #: _____ Amount Paid \$: _____ Date: _____ Returned: _____



HauntFest on Main 2017

Sales Vendor Application / Terms of Agreement

Initial the Following Terms of Agreement

1. Initial ___ **DUE DATE – SEPTEMBER 8, 2017.** Submit completed application / agreement, booth payment, copy of City of El Cajon Business License or 1-day business license payment (see #2 below), 1 photo of booth set up and 2 photos of sale items.
Return to: City of El Cajon Recreation Department, Attn: Glenice Stainbrook, 200 Civic Center Way, El Cajon, CA 92020
Make check payable to: City of El Cajon
2. Initial ___ **BUSINESS LICENSE** – All vendors are required to submit a copy of their City of El Cajon business license or purchase a 1-day City of El Cajon business license for \$5. Check box on first page if applies.
3. Initial ___ **EVENT INSURANCE** – Insurance will be provided by the City of El Cajon.
4. Initial ___ **POWER** – Personal whisper silent generators and battery operated devices allowed with the HauntFest Committee approval. Vendor responsible for providing own 100 foot, commercial-type grounded extension cord and power strip. If applicant cannot provide own power, accommodations will be made for an additional \$50.
5. Initial ___ **SUBMISSION OF APPLICATION** – Submission of the application does not guarantee nor confirm a booth space until **HauntFest** Committee approves your space. Booth fees will be refunded if application is not accepted. **HauntFest** Committee reserves the right to limit the number of applicants for any particular type of goods/services, thereby maintaining diversity and quality. **If an approved vendor withdraws from event, booth fees are non-refundable.**
6. Initial ___ **PROMISE OF PROFIT** – City of El Cajon is planning on having a very successful event. However, we cannot and do not guarantee your sales or profits.
7. Initial ___ **CONFIRMATION** – Confirmation Packets containing set up, event day and clean up information will be sent out the first week in October.
8. Initial ___ **EVENT OPERATING REQUIREMENTS**
Set up: Will take place between 1:00 p.m. – 4:00 p.m.
Event: Applicant agrees to have booth(s) operational and fully staffed throughout the entire event, 5:00 p.m. – 10:00 p.m.
Clean up: After the event, applicant will have vehicle access to booth(s) to pick up supplies when all event grounds are cleared. This will occur at approximately **10:30 p.m. or when the Police Department determines it is safe to do so.** Applicant will enter and exit the property the same way as entered for set up. If vehicle is not needed, items may be packed up and carried out after 10:00 p.m.
9. Initial ___ **SALES TAX** – It is the vendor's responsibility to report sales tax to the State of California Franchise Tax Board, 7575 Metropolitan Drive, Suite 201, San Diego, 92108-4421, telephone number (800) 338-0505.
10. Initial ___ **INAPPROPRIATE ACTIVITIES** – All **HauntFest** booths are prohibited from selling, distributing or displaying any material, food, or literature deemed by the **HauntFest** Committee as: inappropriate, political or controversial within booth(s) or anywhere on the event grounds. Tobacco and alcohol sales are strictly prohibited.

Acknowledgement of Terms

City of El Cajon Waiver – Sign Below

Release and Indemnification:

By signing this Waiver, I release the **City of El Cajon**, its officers, agents, employees, and volunteers from any and all liability, for any claim for personal injury or property damage, arising as a result of my or my organization's participation in the **HauntFest on Main** event. I understand and assume all risk associated with this event. If I, my family, or any member of my organization is injured, this waiver will be used against me in any action for damages. I grant full permission for this event's sponsors to use my name, voice, and/or picture in any media or other account of this event for any purpose. No city agent may modify this waiver. False information on this agreement, or failure to abide by the City of El Cajon regulations for **HauntFest on Main**, may prohibit participation.

THE UNDERSIGNED ACKNOWLEDGE HAVING RECEIVED THE BOOTH GUIDELINES, READ AND UNDERSTANDS THE FOREGOING, AND AGREE TO ALL THE TERMS AND CONDITIONS AS STATED.

Print Name: _____ **Date:** _____

Organization Representative's Signature: _____