

2020 PumpkinFest Food Vendor Application

"Steampunk Pumpkins"

Giant Pumpkin Weigh-Off: October 16th

PumpkinFest Street Faire: October 17th & 18th

VENDOR INFORMATION | PLEASE FILL OUT COMPLETELY

Business/Organization Name:	Business Phone:
Contact Person:	Cell Phone:
Address:	Fax:
City, State, Zip:	Email:
California Resale License:	Ukiah Business License:

WILL YOU PARTICIPATE IN THE GIANT PUMPKIN WEIGH OFF?

- YES I will participate in ALL three days of the event.** (Fee: \$325 before August 10th | \$400 after August 10th)
I will be open for business on Friday, Saturday, and Sunday.
Food vendors who participate during the Giant Pumpkin Weigh-Off will be placed closest to Alex Thomas Plaza, for logistics purposes. Load-in will be from 12:00pm-3:00pm.
- NO I will NOT participate in all three days of the event.** (Fee: \$325 before August 10th | \$400 after August 10th)
I will be open for business ONLY on Saturday and Sunday.
Food vendors who do not participate during the Giant Pumpkin Weigh-Off will not be able to load in between the hours of the event (4:00pm-7:00pm). Load-in will be either between 12:00pm-3:00pm OR following the event (after 7:00pm).

WILL YOU ACCEPT CITY OF UKIAH FOOD VOUCHERS FROM STAFF & VOLUNTEERS?

Food vendors accept meal vouchers from City of Ukiah staff and volunteers during the event. Vouchers are submitted after the event for payment from the City of Ukiah.

- YES** **NO**

PLEASE DESCRIBE/LIST ALL ITEMS THAT YOU WISH TO SELL:

I have read the materials in this application including the: Vendor Definitions, Vendor Terms & Conditions, and the Load-In/Load-Out Instructions, and agree to comply with the conditions set forth and agree to hold harmless the Ukiah Country PumpkinFest Committee, City of Ukiah and any other organizations or persons involved, from any losses or damage incurred as a result of participation in the Ukiah Country PumpkinFest events or activities.

SIGNATURE _____

DATE _____

BOOTH SPECIFICATIONS

Please describe what kind of tent/trailer/setup you require, including dimensions. If you operate out of a trailer, which side does the window open up (drivers or passengers side)? How long is the trailer tongue?

FEES:

Giant Pumpkin Weigh-Off AND Street Faire

(Open for business on Friday, October 16th, Saturday, October 17th and Sunday, October 18th)

Fee before July 10th \$325 Fee after July 10th \$400 \$ _____

Street Faire ONLY

(Open for business on Saturday, October 17th and Sunday, October 18th)

Fee before July 10th \$325 Fee after July 10th \$400 \$ _____

UPGRADES:

Water: *Hoses are **NOT** provided.

_____ Flat Rate \$25 \$ _____

Electricity: *Extension cords are **NOT** provided. City of Ukiah staff is not responsible for your equipment- Please ensure your electrical cords are SAFE and in proper condition.

I would like access to standard **110 volt** electricity. _____ Flat Rate \$25 \$ _____

I would like access to **220 volt** electricity. _____ Flat Rate \$50 \$ _____

Due to limited supply and increased demand, water and power upgrades are NOT guaranteed. Access to water and power will be on a first-come, first served basis, in order of when applications are received. Please have a backup plan ready (i.e, bring your own water and/or generator, or equipment that does not require either).

TOTAL BOOTH FEES: \$ _____

ALL FOOD VENDORS MUST SUBMIT:

- Food Facility Permit To Operate Certificate of Insurance and Additionally Insured Endorsement

Vendor applications with the required fees will be accepted starting on June 1, 2020.

Discounted fees accepted only if paid before 5:00pm on Friday, July 10th.

Fees MUST be paid before application will be processed.

Payments may be made with cash, check, or credit card.

Checks must be made payable to "City of Ukiah."

Credit Card Authorization Forms are available.

No applications will be accepted after Friday, September 18th, 2020.

GENERAL INFORMATION

The UKIAH COUNTRY PUMPKINFEST is a two-day community festival held in downtown Ukiah. The festival draws people from Mendocino County in addition to visitors and pumpkin growers from neighboring counties.

This year's event will feature numerous activities including a parade, live musical entertainment, specialty beer/wine tasting, a haunted house, children's contests, games, carnival rides, giant pumpkins and much more.

This regional event truly creates an excellent sales opportunity for our vendors with more than 10,000 attendees. We are looking for vendors to make this event a wonderful shopping experience. Space is limited, so submit your vendor application early!

This year the event theme is **"Steampunk Pumpkins"** As always, there will be a competition to see who can grow the biggest pumpkin. Vendors are encouraged to decorate their booths to complement this theme!

Festival Location

School Street from the intersection of Seminary Avenue to Smith Street, Ukiah CA 95482.

Festival Hours

Friday, October 16th:	4pm to 7pm	<i>Food Vendor load-in from 12:00pm to 3:00pm OR after 7:00pm.</i>
Saturday, October 17th:	10am to 6pm	NO LOAD IN ON SATURDAY! LOAD IN MUST BE ON FRIDAY ONLY.
Sunday, October 18th:	10am to 4pm	<i>Food Vendor breakdown at 4pm.</i>

Vendor Set up & Load-In

- Food Vendor set up will begin Friday, October 16th between 12:00noon and 3:00pm. Food vendors who cannot make it during this time may setup following the Giant Pumpkin Weigh-Off event, after 7:00pm. If you load in after 7:00pm, your booth location may change, depending on logistics.
- Placement information, along with more specific load-in directions will be mailed to you two weeks prior to the event. We cannot guarantee where your booth will be placed. Booth placement is dependent on logistics and water/power needs. We appreciate your flexibility and understanding.

Parking

- In an effort to have plenty of parking available for festival goers, all exhibitors are requested to park on the streets located west of Oak Street (one block west of School running parallel) or east of Main Street (two blocks west of School running parallel).
- Limited parking is available in lots surrounding the downtown area.
- **Vehicles parked within the festival area street closure will be towed.**

End of the Event: Breakdown & Load-Out

- Vendors are to remain for the entire event.
- Clean up and tear down begin at 4:00 pm sharp on Sunday, October 18th.
- Vendors must pack-up their booth quickly to allow the street to reopen to traffic
- Vendors must adhere to all load-in and load-out Instructions. These instructions will be mailed to you, along with your assigned booth placement, two weeks prior to the event.

Exclusive Sales:

The Ukiah Country PumpkinFest grants exclusive licenses for the following products: beer/wine and alcoholic beverages. Sale of these items is prohibited by any unauthorized vendor.

VENDOR TERMS AND CONDITIONS:

1. For the purpose of this application's terms and conditions, all Food, Merchandise, Informational, Craft, School Street Merchant, or Activity exhibitors shall be referred to as "Vendor".
2. The Vendor agrees to utilize the space assigned and no others, unless otherwise specified in writing 30 days prior to the Ukiah Country PumpkinFest event.
3. *Non-food Vendors* agree to provide: pop-up (10'x10' or smaller), table, chairs, waste receptacles and display devices. *Food vendors* must provide: tent, table, chairs, interior and exterior waste receptacles and hand-washing stations.
4. Sponsor agrees to provide large waste dumpsters at various event locations. Vendors agree to dump waste in the provided dumpsters at the end of each day of the event. Food vendors must take grease or similar by-products with them. No dumping of hazardous waste allowed.
5. The Vendor agrees to maintain cleanliness of their booth and surrounding area throughout the hours of the event, to perform a thorough clean-up at the end of each day and remove all waste at the completion of the event on the final day.
6. The Vendor agrees to keep booth open and staffed during the specified times of the event and staff their booth at all times while the event is open to the public.
7. Cancellation of contract between Vendor and Sponsor before October 4, 2020 shall result in a return of booth fees to Vendor, minus a 25% administrative fee. ***There will be no refund of booth fees after October 5, 2020 or if Vendor fails to appear or departs prior to the completion of the event.***
8. Sponsor agrees to provide adequate event promotion, but shall not guarantee a minimum attendance, nor shall guarantee minimum sales activity to Vendor.
9. Vendor shall assume risk of weather or other causes beyond the control of the Sponsor, which may affect event attendance in any way. (Rain or shine).
10. Sponsor shall furnish security during specified times for the event in general. Vendor is solely responsible for any damage or losses of product incurred as a result of participation in Ukiah Country PumpkinFest events and activities.
11. The Vendor and the organization he/she represents ("applicant") shall fully indemnify, defend and hold harmless the Ukiah Country PumpkinFest Committee, City of Ukiah, and its officers, employees, agents, and volunteers (collectively, the "City") against any expense or liability in connection with a claim for damages against the City ("claim") which arises out of applicant's use of a booth at the Ukiah Country PumpkinFest. Applicant will pay all costs incurred by City or required to defend City against any claim, including, but not limited to, court-related fees, litigation expenses, and the fees of attorneys, experts, expert witnesses and consultants. Applicant will pay the full amount of any settlement of a claim by the City or judgment against the City resulting from a claim.
12. Vendor acknowledges that liability insurance coverage for this event insures the City of Ukiah only. If Vendor desires their own insurance, all costs of such coverage shall be incurred by the Vendor.
13. Food Vendors must provide the City of Ukiah with a Certificate of Insurance and Additional Insured Endorsement naming "The City of Ukiah its officers, employees, agents and volunteers" as additionally insured in the amount of \$1000,000 (one million dollars). City forms will be provided upon request.
14. Written verification of a valid seller's permit must be provided by vendor at time of application. Applications will not be accepted without proof of a valid seller's permit. For more information on obtaining a one-day seller's permit call the State Board of Equalization at 707-576-2100.
15. If the Vendor has employees they must provide proof of Workers' Compensation coverage with a Waiver of Subrogation endorsement, or sign the City's Workers Compensation Declaration.
16. Vendor agrees to not smoke in event area, and will only smoke at least one block away from event.
17. Vendor agrees to keep all pets on a leash during the event.
18. Vendor will NOT display any products or materials with profanity, or adult content.
19. The City of Ukiah asks that Vendors respect the will of California voters and not distribute single use plastic bags.
20. *No amplified sound in vendor booths.*
21. City of Ukiah and the PumpkinFest Committee reserve the right to expel any vendor with or without cause and Vendor will then forfeit their fee.

Credit Card Payment Authorization Form

Ukiah Valley Conference Center
200 South School Street
Ukiah, CA 95482
Phone:(707) 463 – 6701
Fax: (707)462-2088

Sign and complete this form to authorize Ukiah Valley Conference Center to make a debit to your credit card listed below.

By signing this form, you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below:

I _____ authorize Ukiah Valley Conference Center to charge my credit for _____ (amount) on or after _____ (date). This payment is for _____ (description of goods/services).

Billing Address: _____

Phone: _____

City, State, Zip: _____

Email: _____

Account Type: Visa MasterCard Discover American Express

Cardholder Name: _____

Account Number: _____

Expiration Date: _____

CVV2 (3 Digit Number on Back of Visa/MC, 4 Digits on Front of AMEX): _____

SIGNATURE: _____ **DATE:** _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.