



# 2009 Picnic in the Park

Saturday, July 4<sup>th</sup>  
Set up 10AM, Event 12 PM– 5 PM  
**Booth vendor application**



**TYPE OF BOOTH:**  Arts & Crafts     Commercial     Fine Art     Food

*Mendocino and Lake County Non Profit Organizations, with proof of non-profit status, are eligible for a non-profit fee waiver.*

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

Contact Person \_\_\_\_\_ Contact Phone \_\_\_\_\_

Contact Email \_\_\_\_\_ Sellers Permit # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Provide vehicle and trailer Identification (for each vehicle).

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_

Please give a description of your booth and the items you will be displaying and selling:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOOD VENDORS THAT REQUIRE ELECTRICITY**   
**(NO Electricity for Non-Food Vendors)**

Payment of Booth fees may be made in Cash, Personal Check, Money Order or by Cashier's Check.  
*Checks are to be made payable to the City of Ukiah, 411 W Clay St., Ukiah, CA 95482 by June 6<sup>th</sup>, 2008.*

**Vendor Space Size: 10' X 10'**  
Space fee for Vendors:  
    \$25/each  
Space fee for Food Vendors:  
    \$50/each  
  
\$ \_\_\_\_\_ **TOTAL ENCLOSED**

The undersigned agrees to the terms and conditions contained in this application (see attached).

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

Date: \_\_\_\_\_

**For more information contact:**  
**City of Ukiah, Community Services, Lory Limbird 463-6231**

## City of Ukiah's Terms and Conditions

1. For the purpose of this application terms and conditions, all arts & crafts, commercial, fine arts, food and 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 event.
3. *Non-food Vendors* agree to provide the following: table, chairs, waste receptacles and display devices.
4. *Food vendors* must provide the following: table, chairs, interior and exterior waste receptacles.
5. City agrees to provide large waste dumpsters at various event locations.
6. 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.
7. 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.
8. The Vendor agrees to keep booth open during the specified times of the event.
9. Cancellation of contract between Vendor and City before the event shall not result in a return of booth fees to Vendor.
10. City agrees to provide adequate event promotion, but shall not guarantee a minimum attendance, nor shall guarantee minimum sales activity to Vendor.
11. Vendor shall assume risk of weather or other causes beyond the control of the City, which may affect event attendance in any way. City *may* make such provision for alternate locations, but *does not guarantee* such alternatives will be made available.
12. City shall furnish ample 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 the events and activities.
13. Vendor agrees to hold harmless the City of Ukiah, and any other organizations or persons involved, from any losses or damage incurred as a result of participation in events or activities.
14. ***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.***
15. The City of Ukiah has procedures and policies for conducting business within the City limits. All sellers must have a valid sellers permit and/or business license as applicable.
16. Electricity is available on a very limited basis. You must bring your own 50' heavy duty outdoor extension cord and duct tape. IF YOU REQUIRE ELECTRICITY, YOU MUST ADVISE US WITH INITIAL APPLICATION - FOR FOOD VENDORS ONLY.
17. Follow all local, state and federal laws, regulations, and guidelines for food and beverage service and handling and any other laws governing this type of activity including but not limited to receiving **a temporary food facility permit from the County of Mendocino Environmental Health Division.**