

# Holtville Chamber of Commerce's Christmas in the Park & Craft Fair Booth Rental Agreement

101 West 5<sup>th</sup> Street

Holtville, CA 92250

[www.holtvillechamber.org](http://www.holtvillechamber.org)

(T) 760-356-2923/(F) 760-356-2925

[festivalcoordinator@holtvillechamber.org](mailto:festivalcoordinator@holtvillechamber.org)

December 21, 2017

The Holtville Chamber would like to invite you to join us in celebrating "Christmas in the Park" Craft Fair. The event will include Holtville High School and Middle School bands and choirs, crafts, delicious food, Santa, and more.

The event will be in Holt Park around the gazebo. Event hours begin Thursday, December 21, 2017 at 5:30pm. Operational hours for craft fair vendors will be 5:30pm to 8:30pm however, you may keep your booth open. All booths will be placed in and alongside Holt Park, near food vendors and entertainment area.

## BOOTH SPACE

Booth spaces are to be reserved on a first-come, first-serve basis by December 15, 2017.

- Booth spaces will measure 12' by 12'. If you exceed your space, you will be charged for an additional booth immediately.
- Vendors must supply their own tent, booth signage, tables, chairs, or additional supplies needed for the sale of their products. **Electricity will NOT be provided.**
- Location of booth spaces will be determined by the Holtville Chamber. Vendors will be notified of individually-assigned booth locations.

## FEES

Craft Fair Booth Rental: One-day rental \$25.00;

To ensure proper clean-up, a separate check or money order of \$25 will need to be left as a security deposit. **NO CASH WILL BE ACCEPTED** for clean-up fee.

- If your application is not accepted all fees will be returned.
- There will be **NO REFUNDS** in the event of inclement weather.

Payments:

- Rental and additional fees are accepted in the form of cash, check, or money order.
- Please make checks out to Holtville Chamber of Commerce.
- Vendor(s) with an outstanding balance will not be accepted until all prior years' fees have been paid.
- **An accepted application is a commitment to the event. NO REFUNDS will be issued after December 15th.**

California Sales Tax:

You must have a California Sales Tax number to participate in this event. You can call 1-800-400-7115 or the Board of Equalization's Website at [www.boe.ca.gov](http://www.boe.ca.gov) to acquire a CA sales tax number. Your individual number must be on your application; all other applications will not be accepted.

## GENERAL RULES & REGULATIONS

- **ALL** items to be distributed or sold must be listed on the craft/info application and approved by the Holtville Chamber Committee. Products cannot be changed upon approval and acceptance of the application. Violators will be removed immediately.

- The Holtville Chamber of Commerce reserves the right to: (1) refuse the space to applicants that do not meet proper qualifications. (2) Make changes to the booth layout as necessary.
- **Absolutely no food/drink will be allowed for sale from craft/info booths.**
- All Vendors work at their own risk. NO responsibility can be assumed, and no insurance will be provided.
- NO SALE OF WEAPONS, UNSUITABLE OR QUESTIONABLE ITEMS WILL BE ALLOWED. NO AIR HORNS, STINK BAGS OR SILLY STRING WILL BE ALLOWED FOR SALE.
- Any non-compliant vendor will be asked to leave the event immediately. NO REFUNDS will be issued out in the event a vendor is asked or removed from the event.
- THE CHAMBER OFFICE & ITS FACILITIES WILL NOT BE OPEN TO THE PUBLIC. CHAMBER PERSONELL ONLY.

**REGISTRATION, SET-UP & PARKING**

Prior to set-up, vendors will need to check-in with a chamber representative. A chamber representative will be available during the event for your convenience.

Vendors will be able to set up Thursday prior to the event. There is NO SECURITY in the park. The Holtville Chamber will not be responsible for any loss of items.

- Drop-off for loading and un-loading will be allowed during set-up/tear-down time only.
- Vendor parking will be available one block away from the park in a vacant lot.

**I acknowledge that I have read and fully understand all stated information pertaining to craft/info booth rental and sale of items for the Christmas in the Park Craft Fair. I agree to abide by all festival rules and health regulations, as well as any other local and state laws noted in this document. I also agree to hold the Holtville Chamber and Festival harmless for any claims arising from the service of any applicable and approved food products.**

Business/Organization Name \_\_\_\_\_ Authorized Applicant's Signature \_\_\_\_\_ DATE \_\_\_\_\_

Board of Equalization Number \_\_\_\_\_

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

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

What contact method do you prefer? \_\_\_\_\_

\_\_\_\_\_ One Day Rental \$25.00

Please provide a description of your booth & product

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APPLICANT SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

Submit application and fees to: Holtville Chamber  
101 West 5<sup>th</sup> Street  
Holtville, CA 92250

**CHAMBER USE ONLY**

Received: \_\_\_\_\_ Amount: \_\_\_\_\_ Days: \_\_\_\_\_

Cash: \_\_\_\_\_ Check # \_\_\_\_\_ Receipt # \_\_\_\_\_

Received by: \_\_\_\_\_