





Return completed application to:  
Willits Chamber of Commerce  
299 E. Commercial St.  
Willits, CA 95490  
Email: info@willits.org  
707-459-7910-Allison

## Vendor Rules and Information

1. **ACCEPTANCE & CANCELLATION:** If your application is not accepted, your money will be returned immediately. If you cancel on or before May 13th, your fee will be refunded minus a 5% administration fee. If you cancel after May 13th, your total fee will be retained. If the event is cancelled for any reason, you will receive a full refund. This event will happen rain or shine and refunds will not be given due to inclement weather.

2. **COMMISSION:** For food vendors, the vendor is expected to pay 20% of the vendor's gross sales, including tax, during the event; the vendor's deposit will go towards the 20% commission, unless otherwise specified herein; however, no portion of the deposit will be refunded because of low sales. All settlements for concession percentages can be done by cash, check, or credit card. Total fees must be settled and paid to the Willits Chamber of Commerce by 4:30 PM or before leaving the event. The vendor may be requested to provide documentation or receipts to substantiate the gross sales.

3. **TAXES & PERMITS:** It is the vendor's responsibility to collect and pay any required local and state taxes. All food vendors are responsible for maintaining required health department permits, as required by law. A temporary Food Permit from the Mendocino County Environmental Health Department must be obtained for ANY booth serving/selling food at least 5 business days prior to the event. For info call 707-234-6625.

4. **BOOTH SPACE:** Booth spaces are approximately 12' x 12'. They are on grass in the park. Due to physical space limitation we reserve the right to limit the number of booth spaces. There is limited power available on a first-come, first-served basis. Vendor Booth Space applications are subject to the approval of the Community Festival & Car Show Committee.

### 5. **VENDOR RULES AND RESPONSIBILITIES:**

- Completed Vendor application form and payment by May 13<sup>th</sup>, 2018.
- All appropriate business & seller permits, fees and liability waiver.
- Booth structure including canopy, signage, tables, chairs, trash cans, etc.
- Maintenance and cleanup of booth space area.
- Booth **MUST BE** set up no later than 7:30 a.m. (unless prior arrangements have been made).
- Clear all vehicles, trailers, etc. from the show entrance/driveway no later than 7:30 AM to allow car show participants to enter the park without obstacles.
- Food Vendors must keep track of all sales made and submit receipts/records verifying sales to Willits Chamber.
- Dismantle booth between 4:30 – 5:30 PM on Sunday. Vendors may not begin dismantling before 4 PM, or leave early.

### 6. **ADDITIONAL INFORMATION:**

- The show entrance/driveway must be kept clear throughout the show!
- This is an outdoor event held in the park, please make sure to bring both a jacket & sunscreen.
- Vendor space may be **REVOKED** if the vendor does not comply with the vendor rules and responsibilities.
- The Chamber reserves the right to require proof of liability insurance from any vendor before approving an application.



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## WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

**\*\*\*\* Please note: It is a requirement that all participants in the 2018 Community Festival, Car and Motorcycle Show sign and return the attached waiver no later than 7:30 AM on Sunday, May 27th, 2018 or bring to the:**

**Willits Chamber of Commerce  
299 E. Commercial St.  
Willits, CA 95490  
707-459-7910 707-459-7914 fax  
Email: info@willits.org**

In consideration for receiving permission to participate in the **2018 Community Festival, Car & Motorcycle Show** event, the Vendor hereby releases, waives, discharges and covenants not to sue **the Willits Chamber of Commerce or the City of Willits**, its agents, volunteers, or officers from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by the Vendor, or any of the property belonging to the Vendor whether caused by the negligence of the Vendor/Releaser, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.

I am fully aware of the risks involved and hazards connected with the **2018 Community Festival, Car & Motorcycle Show** and I hereby elect to voluntarily participate in said activity with full knowledge that said activity may be hazardous to me and my property. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me or any loss or damage to property owned by me, as a result of being engaged in such activity, whether caused by the negligence of Vendor/Releaser or otherwise.

I further hereby agree to indemnify and hold harmless the **Willits Chamber of Commerce and the City of Willits**, its agents, volunteers and officers from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in said activity, whether caused by negligence of Vendor/Releaser or otherwise.

I understand that the **Willits Chamber of Commerce and The City of Willits** does not provide any insurance coverage for vendor participants for any circumstances arising from their participation in this event or any activity associated with or facilitating that participation. As such, I am aware that I should review my own insurance portfolio.

I have read and agree to follow all vendor rules and responsibilities.

Name of Business \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_