



National City Chamber of Commerce

27th Annual Automobile Heritage Day Festival & Car Show

Vendor Application Packet
APPLICATION DUE 5PM, JULY 27, 2018

First come first serve. We reserve the right to uphold noncompeting vendor participation

Event Information

Event Date: Saturday, August 11, 2018

Set Up: 6:00am– 8:00am

Event Time: 10:00am-3:00pm

Breakdown: 3:30pm – 4:30pm

Event Site: Kimball Park, E 12th St, National City, CA 91950

For marketing benefits, ask to see our Sponsorship Packet.

For more information, please visit www.automobileheritageday.com

Booth Space Includes

- Exhibitors/Vendors- 10' x 10' Space **ONLY**
- Food Vendors- 10' x 20' Space **ONLY**

Please bring your own canopy, tables, chairs, trash bags, and generators, if needed.

Vendor Checklist and Responsibilities

EACH ITEM IS REQUIRED

- Read and agree to Vendor rules and regulations.
- Provide the Chamber with the following:
 - Complete Vendor Application Packet
 - If you are selling items/services, a copy of your National City Business License
- Food Vendors: must complete all requirements on “**Food Vendors: Additional Items**” page.
- Submit your **signed** application packet, either:
 - Via email to gorrino@nationalcitychamber.org
 - Via mail/ drop off in person at: 901 National City Blvd, National City, CA 91950

Hours: 8am-5pm, M-F

You will receive a confirmation email with vendor event details within 7days if approved.

Please follow all instructions carefully and ensure all forms are complete before submitting.

Vendor fees are required of all vendors. Please allow 7 days to process the application. If you have questions, please call the Chamber at 619-477-9339 or visit www.nationalcitychamber.org.

Vendor Application

Business/Organization Name: _____

Select if Chamber Member (Non-members must select the \$200 Non-Member Premium below)

Event Contact Name(s): _____ Title: _____

Email: _____ Phone: _____ Cell: _____

Non-profit Tax ID #: _____ OR National City Business License #: _____

Address: _____

Day Of Event Contact Name(s): _____ (Leave blank if same as above)

Email: _____ Phone: _____ Cell: _____

	COST	QTY	TOTAL
Corporate/Priority Booth	\$500		
Food Vendor (10' x 20')	\$350		
Food Vendors Only: Deposit*	\$250		
Small Business Booth (1-10 employees)	\$250		
Non-Profit Booth	\$150		
Non-Member Premium	\$200		
\$50 Cancellation Fee before 7/27/18- No Refunds after 7/27/18			

***Food Vendors:** Separate Deposit Payment must be submitted. Deposit surrendered if vendor violates City of National City, National City Chamber of Commerce, or County of San Diego codes and regulations. Deposit will be returned at the completion of the event if the vendor is cleared and free of violations. Check will not be cashed/Cards will not be charged unless vendor is cited.

DESCRIPTION OF PRODUCTS TO BE SOLD AT EVENT. ANY PRODUCTS NOT DESCRIBED BELOW CANNOT BE SOLD.

I understand that this completed application only reserves the booth space until full payment is received, and a vendor contract is completed and signed. Booth must be paid in full by 5:00pm on Friday, July 27, 2018.

Signature

Date

By **Credit Card** Charge Visa MC American Express Discover

Name on Card _____

Billing Address: _____ City _____ ST _____ ZIP _____

Email: _____

Card No _____ Exp Date _____ 3 Digit Code _____

By signing below you authorize NCCC to withdraw the designated amount from your account.

Authorization Signature

DATE

Checks Payable To:

National City Chamber of Commerce

Attention: Auto Heritage Festival

901 National City Boulevard
National City, CA 91950

P: (619) 477-9339

E: gorrino@nationalcitychamber.org

VENDOR RULES AND REGULATIONS

Payments

- _____ Initial
1. 2018 application and payment cutoff date is: **5:00PM, Friday, July 27th, 2018**
 2. All vendors must pay in full by cutoff date to secure booth space. Any vendor who does not meet this deadline will forfeit booth reservation without a refund. NO EXCEPTIONS.
 3. NCCC has a \$60 returned check policy.
 4. Any vendor who cancels their booth space after cutoff date forfeits any payment submitted. NO EXCEPTIONS.
 5. Vendors are responsible for any and all taxes (local, state, and/or federal).
 6. No refunds will be given due to bad weather or unforeseen events out of control of the organizing committee.

Set-up and Load In

- _____ Initial
1. **** Set up is available on Friday, August 10, 2018 from 2pm-5pm****. Inform gorrino@nationalcitychamber.org if planning to attend.
 2. Vendors may bring only **one** vehicle into the festival site to load-in and load out during the following times:

Day	Load IN (Set up)	Load OUT (Breakdown)
August 11, 2018	6:00 AM – 8:00 AM	3:30 PM – 4:30 PM

3. It is the Vendors responsibility to find their own parking outside of the festival grounds. No vehicles will be allowed to stay on the festival site without express permission from the NCCC.
4. During Breakdown, no vehicles shall enter the park **until all streets are clear of pedestrians**. \$100 violation fee.

Selling Guidelines

- _____ Initial
1. Food and product sales will ONLY begin after a county inspector and staff authorizes vendors to start selling.
 2. Vendors are **not** allowed to sell food or beverages if not designated as a food vendor for this event.
 3. **NO ALCOHOLIC DRINKS, TOBACCO PRODUCTS, AND/ OR DRUG PARAPHERNALIA MAY BE SOLD OR SAMPLED**. Violating vendor be removed from the premises and will no longer participate with this festival.
 4. No articles that include the National City Auto Heritage logo may be sold without authorization of the NCCC.
 5. All articles and foods sold at the festival must be appropriate for a family audience. The NCCC reserves the right to have a vendor stop selling any articles/products.

Participation Guidelines & Responsibilities

- _____ Initial
1. Vendors who cause damage to venue/park will be charged for the damage and cost of repair.
 2. Vendors are not allowed to contract/lease any space to a second party without written permission from the NCCC. \$500 violation per day.
 3. Vendors are responsible for their own trash disposal within your booth. **Please bring your trash in bags/boxes and dispose of trash in the designated dumpsters.**
 4. Vendors will not use amplifiers, megaphones or any type of public address system without permission of NCCC.
 5. Booths that are not official festival performance areas may not have amplified sound exceeding 85 decibels within 10 feet of the sound source. After 2 warnings, you will be banned from having any sound for the remainder of the festival.
 6. Vendors will confine all activities to the boundaries of their booth space.
 7. NCCC is not responsible for any damages and/or loss of Vendor equipment.
 8. Vendor shall hold all the organizing committee and NCCC harmless from any claim or lawsuit arising out of the sale of any product/provision of any product and also from any and all liability arising out of their participation in the event.
 9. If the vendor is not honest about anything asked in this contract (i.e. exact size of trailer, community residence, business ownership, etc.) vendor will be asked to leave the event without a refund.

I have read and comply with all National City Auto Heritage Festival Rules, City of National City rules, and County of San Diego Health Codes.

Vendor Signature

Date

Food Vendors: Additional Items
EACH ITEM IS REQUIRED BEFORE FINAL NCCC APPROVAL

Must comply with all items listed in “Vendor Checklist and Responsibilities” and:

- Copy of your valid San Diego County Health Department food-selling permit. **Originals present during event.**
 - TFF permit # _____
- Type of Booth (Choose one): PRE-PKGD/ OPEN FOOD /SAMPLING
- Submit event menu and prices to be approved by NCCC. A separate sheet may be submitted. Once submitted, menus cannot be changed without approval.
- Attend **Mandatory** Food Vendor Orientation at the National City Chamber of Commerce
 - At least **1** representative of your organization must attend.
 - **Date: Wednesday, August 1, 2018 at 3:00pm**
- Valid & Certified** fire extinguisher to be kept in the booth at all times.
 - If frying food, you **must** have a Valid & Certified **K Type Extinguisher**.
- Fire Retardant Certification for County Approved Food Canopy
- Copies of Valid Food Handlers Cards. **Originals present during event.**
- Submit \$350 Deposit payment.
 - *Deposit surrendered if vendor violates City of National City, National City Chamber of Commerce, or County of San Diego codes and regulations. Deposit will be returned at the completion of the event if the vendor is cleared and free of violations. **Check will not be cashed/Cards will not be charged unless vendor is cited.** Check-out will be done before you leave to verify that your booth area has been properly cleaned. If you leave the site before checking out with a Chamber staff, your deposit will not be returned (NO EXCEPTIONS).*
- Be familiar with all SD County Health Codes for Temporary Food Facilities, including key food safety practices
- Vendors are not allowed to sell the following: bottled water. \$250 violation fee. (NO EXCEPTIONS)

ADDITIONAL FOOD VENDOR RULES AND REGULATIONS

1. Where necessary, food vendors must obtain charcoal bins and grease containers and properly dispose of grease, cooking oil, and raw garbage. It is the entire responsibility of the vendor to have all grease removed at the end of festival. Failure to use the proper containers for disposal of your grease or removal of all grease after the festival will result in a \$500 fine. (Do not dispose of grease in planters, restrooms, trash bins, or sewers).
2. **Fire Retardant covers need to be placed inside your 10'x20' space. (NO EXCEPTIONS)**
3. Use only biodegradable paper products. No Styrofoam plates or cups.
4. Event staff members will periodically inspect the area to assure compliance with this agreement and with general health and safety practices.
5. Please note that the NCCC and the San Diego County Health and Sanitation Departments have final approval of all items to be sold or sampled.
6. Any violations of the Health or Fire Code can shut down your booth, without a refund.

I have read and comply with all National City Auto Heritage Festival Rules, City of National City rules, and County of San Diego Health Codes.

Food Vendor Signature

Date