



# 2019 4th of July Celebration **Non-Food** Vendor Application

Thursday, July 4<sup>th</sup>, 2019 • City Park • Coeur d'Alene, ID

*Please Print Clearly*

Business Name \_\_\_\_\_ Owner/Contact \_\_\_\_\_

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

Daytime Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

E Mail \_\_\_\_\_ Sales Tax # \_\_\_\_\_

**\*Please list products/services you will be presenting. All items are subject to review and approval.**

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**APPLICATION DEADLINE IS FRIDAY, MAY 31, 2019**

Application is subject to review for acceptance into the event. Submitting the application does not guarantee admission.

## Space Information & Fees

All spaces are non-electric; if needed, electricity is an additional \$50 for all vendors.

10 x 10 Booth: \$325.00 \$ \_\_\_\_\_

10 x 20 Booth: \$600.00 \$ \_\_\_\_\_

Electric: \$50.00 \$ \_\_\_\_\_

Refundable Deposit (upon approval): \$100.00 \$ 100.00

**TOTAL AMOUNT DUE**

\$
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**What do you have?**

\_\_\_\_\_ Tent/Awning \_\_\_\_\_ Trailer/Hut - If you have a trailer or hut, what is its total length, end to end, including the tongue? \_\_\_\_\_ x \_\_\_\_\_

Where is the service window located? Using the diagram, indicate with an X.  
(Consider this a "bird's eye view" of your trailer, with the point being the tongue)



**Indicate your electrical requirements:** (220amp will *not* be available.)

\_\_\_\_\_ One) 20 amp outlet. \_\_\_\_\_ Two) 20 amp outlets. \_\_\_\_\_ None



## 2019 4th of July Celebration Non-Food Vendor Application (continued)

### Please Read and Initial Each Line

#### Setup & Breakdown:

\_\_\_\_\_ Set up will start at 6:00am sharp. Park gates open to the public at 8:00am. Concessions must be set up and ready to serve no later than 10:00 a.m., closing no earlier than 7:00 p.m. Additional hours are at vendor's discretion. Vendors are locked into the park from 10:00 a.m. until midnight due to access issues.

\_\_\_\_\_ Fountain style drinks are allowed only if powered by your own energy source. Beverages in containers must be in cans or plastic bottles ONLY. Glass bottles are not allowed in the park.

\_\_\_\_\_ Booth tear down is between 7:30 a.m.-9:00 a.m. on July 5. Overnight roving security is provided; however, vendors are responsible for their personal property. Failure to comply will result in additional fees of \$50.00 per hour.

#### Booth Space Fees & Other Information:

\_\_\_\_\_ Security deposit will be returned within 2 weeks of event if your area was cleaned to standards. This means: all areas within a 20-foot radius of your booth space are clean and free of garbage. Your space should be equal to the condition it was in prior to the event.

\_\_\_\_\_ If actual booth space is larger than size indicated on application, you will be required to make up the financial difference on the spot. Size of space required must be stated on application, and needs to include total "footprint" of your booth, including the area beyond it that has supplies, garbage, etc.

\_\_\_\_\_ Booth space is limited, and placement will be considered on a first come, first served basis as the applications are received. The Parks Department does have water available (spigot) near the band stand, as well as at the gazebo. Lighting is limited after dusk.

\_\_\_\_\_ Location of spaces will be predetermined. Vendors will not be moved unless the needs of Park and Recreation officials or Chamber of Commerce staff require it.

\_\_\_\_\_ Vendors are responsible to provide booth contents, including any tables, chairs, etc. that they require.

#### Electrical (Additional \$50):

\_\_\_\_\_ Each space will be allotted a maximum of two 20 amp outlets only. 220amp will not be available.

\_\_\_\_\_ You must have a **100 ft (min) commercial grade** extension cord per outlet. 10 gauge preferred, 12 gauge allowed.

\_\_\_\_\_ **No underpowered extension cords allowed** (such as household extension cords). This will be strictly enforced and will be removed if necessary. A whisper-quiet generator is allowed.

#### Garbage:

\_\_\_\_\_ Each booth must provide a garbage container and heavy-duty trash bags for their own and their customers' use. All vendors must also supply a garbage can with bags for their area.

\_\_\_\_\_ Due to the enormous amount of garbage, any garbage generated by vendors must be bagged and sealed by the vendors and placed in the dumpster at the park building near the vendor's entrance to the park. Failure to comply with rules may result in a non-refunded security deposit.

\_\_\_\_\_ All cardboard boxes must be broken down and removed by you, the vendor. Do not place in or around park trash containers. You may use the dumpster at the park shop building.

#### Vehicles:

\_\_\_\_\_ Your vehicle is allowed in the park for no more than 30 minutes to unload and load. All vehicles must be removed by 9:00am on the 4<sup>th</sup>. While waiting to enter the park, line up along Fort Ground Dr. (Formerly Mullan St.) in the right-hand lane ONLY. Do not double up. Do not park in crosswalks. Park staff will assist you into the park; wait for their guidance.

#### Parking:

\_\_\_\_\_ Parking is available, at your cost, in the city lot across the street on Fort Ground Dr. (Formerly Mullan St.), in the museum lot or at the ball park. If you take up more than one parking space in a parking lot, you will be responsible to pay for each parking space used. Due to high traffic volume, if you need to leave your parking spot, you will relinquish your all-day parking pass and will need to pay again when you re-enter. Parking is at a premium, for everybody!



# 4th of July Celebration Non-Food Vendor Application (continued)

**Make checks payable to: Coeur d'Alene Chamber of Commerce.**

Payment must accompany this application in order to be processed.

Credit card payments may be called in by phone or as provided below.

**PLEASE PRINT CLEARLY**

To pay with credit card, please fill out the following:

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name as it appears on the Card \_\_\_\_\_ ZIP Code of Card Acct. \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Amount \$ \_\_\_\_\_

I hereby release Coeur d'Alene Area Chamber of Commerce, Coeur d'Alene Parks & Recreation, City of Coeur d'Alene and all volunteers associated with this event from any liability of injury or damages connected with this event. I will solely be responsible for my own product liability. I have read all the above rules and regulations and agree to abide by them. I am responsible to obtain all permits and licenses.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return this entire application with payment to:**

Miranda Hamilton at [miranda.hamilton@insureinw.com](mailto:miranda.hamilton@insureinw.com)

**Or drop it off at:**

Coeur d'Alene Chamber of Commerce  
105 N. 1st Street  
Coeur d'Alene, ID 83814

Or, call in your payment to Miranda Hamilton at (208) 659-7013

Make a copy of this application for your records.

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