



P.O. Box 2717
Marysville, CA 95901
www.bokkaiparade.com

January 10, 2022

Dear Vendor,

You are cordially invited to participate in the 142nd Annual Bok Kai Parade, presented by the Marysville Bok Kai Parade Committee on Saturday, March 5, 2022 in Historic Downtown Marysville. This event will be open to the public from 10:00am until 4:00pm.

We welcome artists and craftspeople as well as gourmet food vendors to exhibit and sell their merchandise. Space is limited, so please complete the enclosed application and attach photos of your craft or booth display and send in your application with payment and insurance certificate by the deadline, February 17, 2022. Please make sure to tell us what products you sell. *An invitation is not a confirmation of your vendor booth space.* We review our vendors and do our best to prevent duplication of products and services being sold. All vendors are reviewed for uniqueness, the quality of product, and similarity to other vendors - first before a confirmation letter will be sent to those accepted to have a vendor booth.

In years past our vendor booth spaces sell out so please get your application in early if you want to be a vendor at the Marysville Bok Kai Parade. Please return your application and a check for the applicable vendor fees as soon as possible. If you do not make your payment or turn in your insurance certificate by February 17, 2022 you will lose your booth space and we will offer it to a vendor on the waiting list. **You cannot show up on the event day unpaid and expect to receive a booth space. There are no refunds as we are a rain or shine event.** The deadline to turn in your application is February 17, 2022 but we may have filled all our booth spaces before that date. We will select applicants upon receipt for the application and the fee. You will be contacted with confirmation no later than February 21, 2022. Final instruction for set-up will be emailed out no later than February 25, 2022. Vendors who are not selected will have their payments sent back to them.

Our event insurance requires that all vendors must provide a certificate of liability insurance as well as the endorsed, in the amount of \$1,000,000.00 liability and \$2,000,000.00 aggregate, naming the Marysville Bok Kai Parade Committee and the City of Marysville their officers, directors, employees and/or agents are additionally insured. Must be mailed to PO Box 2717, Marysville CA 95901. Please send this proof of insurance certificate in with your application.

Thank you for your interest in the 142nd Marysville Bok Kai Parade. This is a 501(c)3 fundraising event with proceeds going toward the preservation of the Chinese Culture as well as this annual event.

Please send all documents and insurance certificates to:
Marysville Bok Kai Parade
C/O Vendor Chairperson
PO Box 2717
Marysville, CA 95901

Email is also an option, hopking@comcast.net.

We look forward to your participation in this historic event! If you have any questions regarding your participation or to return your agreement form, please contact our Vendor Chairperson at hopking@comcast.net

Sincerely,
Deb Hopking



MARYSVILLE BOK KAI PARADE 2022
 Saturday, March 5 – 10:00 a.m. to 4 p.m.
 In Historic Chinatown Marysville

CRAFT/COMMERCIAL VENDOR FORM
THIS FORM IS FOR ANYONE SELLING NON-FOOD ITEMS

Business or Organization Name:		Contact Name:	
Address:		Phone:	
City:			
State, Zip Code:		E-mail:	

Please list any and all items being sold. Any items not listed will not be allowed. Use separate paper if necessary. Photos are appreciated and will be returned if ample postage is provided on a self-addressed stamped envelope.

Vendors selling items at the parade must submit a valid CA Sellers Permit

LIABILITY: (required)

In consideration of acceptance of the right to participate, entrants, and participants, by execution of the entry form, release and discharge City of Marysville, The Marysville Bok Kai Parade and their officers, directors, employees, agents, representatives and anyone else connected with the management or representation of the Bok Kai Parade of and from any and all known or unknown damages; Injuries, losses, judgments, and/or claims from any cause whatsoever that may be suffered by any entrant to his persons or property. Further, each entrant expressly agrees to indemnify all the forgoing entities, firms, persons, and bodies from any and all liability occasioned or resulting from the conduct of the entrants or any participant assisting or cooperating with entrant under the direction and control of entrant.

_____ I have read and agree with the **LIABILITY** portion of this form (please initial) ←

INSURANCE: (required)

Liability insurance is required by the City of Marysville for the Marysville Bok Kai Parade. Vendors must carry liability insurance of at least **\$1,000,000** for each occurrence and **\$2,000,000** general aggregate and issue a **CERTIFICATE OF INSURANCE** naming the City of Marysville and The Marysville Bok Kai Parade and their officers, agents and employees as **CERTIFICATE HOLDER**. Without a **CERTIFICATE OF INSURANCE** and an **ENDORSEMENT** form naming the **City of Marysville and the Marysville Bok Kai Parade** as additional insured, issued by your insurance company, you will not be allowed to participate and no refund will be made in such case. Mail **CERTIFICATE OF INSURANCE** and **ENDORSEMENT** form with this application.

_____ I have read and agree with the **INSURANCE** portion of this form (please initial) ←

I understand and agree with the above terms and conditions. I understand that I may be removed from the event or denied the ability to set-up at the event without refund if this agreement is violated or if event staff deems my behavior inappropriate.

Signature _____ ← Date _____ ←

APPLICATION DEADLINE:

Applications must be postmarked by February 17, 2022. Applications postmarked after February 17, 2022 maynot be accepted.

CRAFT/COMMERCIAL VENDOR FORM

THIS FORM IS FOR ANYONE SELLING NON-FOOD ITEMS

TYPE OF SPACE	SIZE	COST PER SPACE	# OF SPACES	SUBTOTAL
STANDARD VENDOR SPACE (Commercial, craft, and businesses)	10'x10'	\$100	_____ x \$100 =	\$ _____
INFORMATIONAL SPACE ONLY/ NON-PROFIT ORGANIZATION	10'x10'	\$75	_____ x \$75 =	\$ _____
POWER/ELECTRICITY is NOT PROVIDED by the event: however, vendors are allowed to utilize their own generators if they are "RUN SILENT" units emitting no more than 61 decibels of sound. <input type="checkbox"/> YES, I will be providing my own generator, and understand the generator noise restrictions.				
			TOTAL	\$ _____

**** Please make checks payable to The Marysville Bok Kai Parade ****

DO NOT FORGET THESE ITEMS:

- This application completed and signed.
- Your check for the full amount made payable to **THE MARYSVILLE BOK KAI PARADE**.
- Applications without check will not processed.
- A complete listing of any and all items you wish to sell.
- A copy of your valid CA Sellers Permit.

- Please remember: Liability insurance is required. Mail **CERTIFICATE OF INSURANCE** and **ENDORSEMENT** form with this application.

- Applications must be postmarked by February 17, 2022. Applications postmarked after February 17, 2022 maynot be accepted.

**MAIL THIS APPLICATION TO:
THE MARYSVILLE BOK KAI PARADE
P.O. BOX 2717
MARYSVILLE, CA 95901**

QUESTIONS? E-mail us at bokkaiparade@gmail.com

2022 Marysville Bok Kai Parade Vendor Letter of Agreement

By execution of this Letter of Agreement, Vendor agrees that:

Vendor desires to participate in the 2022 Marysville Bok Kai Parade. The Marysville Bok Kai Parade has agreed to accept the Vendor for the 2022 event. In addition, Vendor agrees to pay all fees due to The Marysville Bok Kai Parade for the purpose of conducting business in conformance with this Agreement, the following terms and conditions will apply:

Marysville Bok Kai Parade Requirements for Booth Participation:

1. Vendor's participation in the event is hereby relinquished if the signed Letter of Agreement and all fee/deposits due are not received by February 17, 2022.
2. This one-time Agreement requires renewal by both Vendor and The Marysville Bok Kai Parade each year. The Marysville Bok Kai Parade has no obligation to renew this Agreement for future events. Marysville Bok Kai Parade reserves the right to terminate this Agreement and remove any participant from grounds for cause at any time.
3. Vendor must submit a full product list, description(s) if needed and photos; along with the signed agreement/application.
4. Vendor agrees that the Event Committee is only providing the booth space. All exhibit displays, shelters, tables, chairs, tents, etc. if desired, must be provided the Vendor.
5. Drug & Alcohol Policy – Vendor and their employees may not consume alcohol during the event hours on site nor distribute alcohol to anyone, whether a member of the public or a participant of the event.
6. Vendor must use a tent that is clearly labeled as Fire Proof. All components of tents/canopies/10x10 pop-ups, to include sides, screens or other materials, must bear a fire retardant certification seal of the State Fire Marshall (SFM) office. Further, booth owner must provide a current, working 10ABC fire extinguisher.
7. Vendors will provide proof liability insurance on or before February 17, 2022 that shows The Marysville Bok Kai Parade and The City of Marysville, their officers, directors, employees and/or agents are additionally insured. Liability limits are \$1,000,000.00 per incident and \$2,000,000.00 aggregate. Without insurance the Vendor will not be allowed to participate. No refund of booth fees will be granted in this case. Please submit your insurance to the Vendor Chairperson, by email bokkaiparade@gmail.com before February 17, 2022.
8. Vendor agrees to hold the event harmless from any liability whatsoever: for any claim injury (including but not limited to bodily injury, property damages, fire, theft, explosion, damage incurred by the act of nature), and for any loss sustained by Vendor or any person(s) working for Vendor while participating at the Event. This obligation to Vendor shall survive the termination or expiration of the Agreement, to defend, indemnify, and hold harmless Marysville Bok Kai Parade and its officers, directors, agents, and employees from all claims, demands, losses or liabilities, including but not limited to attorney fees and litigation costs and expenses, for any injury or damage to anyone (including family, friends, guests, agents, volunteers or employees of the Vendor) arising from Vendor's preparation for, travel to and from attendance at and participation in the Event, Whether authorized by the agreement or not.
9. Vendor will be held responsible for any damages incurred by themselves, their workers or their guests. This includes but is not limited to booth construction, any property left of site, driving a vehicle on site and/or any damage that may occur as a result.

10. Oral agreements cannot supersede this agreement. Any modification of this agreement must be in writing and signed by both parties.

11. Vendor agrees to comply with all terms and conditions of this agreement and the rules, regulations and policies of the Event, and with all applicable federal, state, and local laws relating to payment of taxes.

12. We reserve the right to deny sale of items that have not been listed on the application. Any exhibitor/booth owners with exposed items not listed on the application may be asked to remove them or leave the Event without a refund.

13. This event is a "rain or shine event". The producers will not be held liable for refunds of any other liabilities whatsoever for the disruption of the Event due to reasons of enclosure in which the Event is to be produced before or during the Event, destroyed by fire or other calamity, or by any act of God (including but not limited to weather), public enemy, strikes, statutes, terrorists, ordinances or any other cause. Producers reserves the right to alter the booth lay-out plan at any time.

I understand and agree with all of the conditions of this contract and furthermore certify that I agree to comply with all event rules, regulations, conditions and policies. I have read and understand the application process and agree to the terms and booth payment fees.

Signed _____

Date _____

Printed Name _____