



**SATURDAY, Dec. 9th, 2017**

**2:00PM-9:00PM**

## VENDOR APPLICATION

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

PAST VENDOR: Y\_\_N\_\_      **COMPLETED APPLICATION DEADLINE:      November 6th**

All completed applications submitted after Nov. 6<sup>th</sup> are subject to a \$50 late fee.  
No applications will be accepted after Nov. 20<sup>th</sup>. NO EXCEPTIONS!

\*DESCRIPTION OF GOODS TO BE SOLD: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*please list all items, if not listed, you cannot sell additional items

### CHECKLIST (All applicable items must be included to process application)

- Completed Application
- Non-Profit IRS# \_\_\_\_\_
- Copy of CA Seller's Permit/Resale License # \_\_\_\_\_
- Certificate of Liability Insurance
- YCDBA Insurance (include a separate \$30.00 check or credit card form)
- Photos of Booth setup and products; pricing of items being sold (Only approved items will be included in this agreement)

**PLEASE ENSURE ALL ITEMS ARE ENCLOSED OR APPLICATIONS WILL BE RETURNED**  
**APPLICATIONS ARE NOT CONSIDERED COMPLETE UNTIL ALL REQUIRED DOCUMENTATION AND PAYMENT IS SUBMITTED**

**Make your checks payable to:** Yuba City Downtown Business Association or YCDBA

**Mail completed application and all required documentation to:**

YCDBA P. O. Box 146 Yuba City, CA 95992

**Drop off applications from Monday-Friday between 8:00am-noon at 409 Center St., Suite A**

**Additional drop off locations:** Crosspointe Christian Books & Gifts, Milani Optical, Fotine's [32] Squared

**FOR OFFICE USE ONLY:**

DATE RECEIVED: \_\_\_\_\_ CHECK#: \_\_\_\_\_ CHARGE: \_\_\_\_\_ CASH: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

<b>BOOTH SIZE/SERVICE</b>	<b>PRICE</b>	<b>AMOUNT DUE</b>
COMMERCIAL 10'X10' BOOTH	\$200.00	
COMMERCIAL 10'X20' BOOTH	\$250.00	
NON-PROFIT 10'X10' BOOTH	\$100.00	
NON-PROFIT 10'X20' BOOTH	\$150.00	
ARTISAN/CRAFTER 10'X10' BOOTH	\$50.00	
ARTISAN/CRAFTER 10'X20' BOOTH	\$75.00	
YCDBA INSURANCE (optional)	\$30.00	
<i>AFTER November 6th LATE FEE</i>	\$50.00	
<b>TOTAL AMOUNT DUE FOR BOOTH &amp; SERVICES</b>		
<b>DAMAGE DEPOSIT</b> (MUST BE A SEPARATE CHECK-WILL NOT BE CASHED) (Credit card: complete and sign a separate credit card form-will not be processed)	\$100.00	<u>\$100.00</u>
<b>TOTAL OF TWO (2) CHECKS or CREDIT FORMS ENCLOSED</b>		
<b>MAKE CHECKS PAYABLE TO: YCDBA</b>		
<b>NO APPLICATIONS WILL BE ACCEPTED AFTER NOVEMBER 20TH.</b> CHRISTMAS STROLL WILL OCCUR RAIN OR SHINE. FEES WILL NOT BE RETURNED DUE TO INCLEMENT WEATHER OR ACTS OF GOD		

## RULES AND REGULATIONS APPLICATION INFORMATION

Please carefully read through all the items listed below. Applicant MUST initial, sign, and date at the end and agree to ALL in order to be considered for the 2017 Christmas Stroll

INITIAL

- Booth Space – Allotment and Placement: I understand that:**
- The 2017 Christmas Stroll is a “juried event” and space is limited. **All Sales Items require Pre-Approval:** I understand that I may only sell items that have been pre-approved by the Yuba City Downtown Business Association and if not, my booth may be shut down. Vendor booth space fee will NOT be refunded and I may lose the privilege of participating in future YCDBA sponsored events. **If I am not accepted, my fees will be returned to me in full.**  
\*Booth space is granted on a first-come, first-served basis.
- I may request a specific location; however, the space I request cannot be guaranteed and last year’s space will not be automatically granted. Booth space assignment is subject to change by Event Management up to the day of the event. **\*All assigned Vendor spaces can only be changed by the Event Management.**
- I understand vendors do not have exclusivity on any one product type. To encourage a high quality and variety of vendors, the selection of vendors is at the discretion of management based on the vendor’s ability to enhance the overall event image-management reserves the right to refuse or reassign space at any time.
  - **Booth Info, Set-Up, Decorations, etc.:** I understand I must provide my own canopies, tables, chairs and other equipment to vend. I understand I must be fully operational no less than ½ hour prior to posted start time of event and operate the entire duration of the event. I understand Set-up and tear-down must happen on the day of the event and no garbage including boxes are to be left behind. All garbage is to be disposed of in the dumpsters provided, **NOT** the public garbage cans along the sidewalk.
  - **All vendors are encouraged to decorate their booths.**
- I understand there is no sharing of booths unless assigned by the YCDBA. I understand all merchandise must be displayed on a table, rack or shelving (some exceptions may apply, see manager for details) I understand the solicitation of funds, signatures, etc. must be confined to my booth space. Drawings may not be held and microphones, or other sound-producing items, may not be used without prior approval. I understand I may not provide music or entertainment in booths unless approved by event management.
- I understand no animals (except for service animals) are allowed in the booths. I understand this is a **SMOKE FREE** event, and smoking is not allowed in the booths. I understand there is to be **no alcoholic beverage** consumption permitted by vendors during event hours.
- I understand all vendors must provide a Certificate of Liability insurance in the amount of \$1,000,000 naming the Yuba City Downtown Business Association, P. O. Box 146, Yuba City, CA 95992 and the City of Yuba City, 1201 Civic Center Blvd, Yuba City, CA 95993 as additional insured. If I do not have liability insurance, I can purchase coverage through the YCDBA for \$30.00.
- Electrical Access: I understand electricity is limited.** I understand I must bring my own battery powered lighting. If a generator is needed, I must have a whisper quiet generator and it must be approved by Event Management prior to the Event.

**I have enclosed my payment in full.** I hereby apply for booth rental at 2017 Christmas Stroll. I have read this packet in its entirety and understand all provisions. I understand and comply with the conditions set forth and agree to the rules and regulations of the at 2017 Christmas Stroll. I understand I will be completely removed from the event without refund if I violate any rules or regulations. I release and hold harmless the Yuba City Downtown Business Association and the City of Yuba City from all liability including, but not limited to, theft, personal injury, death to persons, or damage to property resulting from acts or omissions by any Vendor, its agents or employees, and acts of war and God. I understand this application does not guarantee a space at the Event and my money will be deposited and then refunded if I am not selected. I understand acceptance to the Event does not guarantee me sales.

**I HAVE READ THE RULES AND REGULATIONS AND UNDERSTAND THEM CLEARLY.**

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Owner's/Manager's Signature (please print name)

Date