



P.O. Box 2717
Marysville, CA 95901

January 20, 2017

Dear Prospective Vendor,

The 2017 Bok Kai Parade, the 137th, will be held on Saturday March 4, 2017 opening at 9:30 am with the parade commencing at 11:00 am.

This year will be **4715 "The Year of the Rooster"** in accordance with the Chinese calendar. You are invited to this unique cultural parade. Thousands of people attend this family event every year and the Vendor Court on the corner 3rd and D Street in Marysville's Chinatown District has always been a major attraction for them. **Vendors are the lifeblood of any event and having you here is appreciated.**

Set up for the event will be from 7:30 am to 9:30 am. All vendors must check in no later than 9:30 am at the corner of 3rd and D Street. Anyone showing up after that time will not be allowed to have their vehicles pulled up to their space for unloading. We are a rain or shine event. There will be **NO REFUNDS** for **NO SHOWS**.

To emphasize, all vendors must provide with their application, a **Certificate of Liability Insurance** coverage of \$1,000,000 Each Occurrence and \$2,000,000 Aggregate assigned to **"The City of Marysville and The Marysville Bok Kai Parade, their officers, agents and employees"**. This is the exact wording required. Additionally, food vendors must also fill out the Yuba County Environmental Health Division Temporary Food Facility Information Sheet included with the food vendor application. The health guidelines will be strictly enforced by the Yuba County inspector. Failure to comply with these guidelines will result in you not being able to sell your product at this event with no refund given.

As there is a limited sidewalk space behind each vendor space "quiet generators" should be used.

Please fill out the appropriate application and make out your check or money order to "The Marysville Bok Kai Parade". Kindly forward your completed application, remittance and requested documents to The Marysville Bok Kai Parade; P.O. Box 5567; Marysville, CA 95901-8546. **Deadline for this application is February 21, 2017.** If you have any questions please E-mail bokkaivendor@gmail.com

We look forward to having you participate in our 2017 event.

Sincerely,

Candice Fresquez
Bok Kai Parade Director



MARYSVILLE BOK KAI PARADE 2017
 Saturday, March 4 – 9:30a.m. to 3 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: | | Fax Number: | |
| 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.

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YES, I have a towable/trailer unit. **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 21, 2017. Applications postmarked after February 21, 2017 may not 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 | 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 21, 2017. Applications postmarked after February 21, 2017 may not be accepted.

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

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