



VENDOR BOOTH APPLICATION

Saturday | April 22, 2017

Event Runs 10AM to 7PM

Vendor Contact Information

Business/ Organization Name: _____

Primary Contact Name: _____ Role: _____

Email: _____ Cell: _____

Business Phone: _____

Business Address: _____

CA State Franchise Tax Resale #: _____

- Vendor Type:** Furniture, Painting, Sculpture, Jewelry, Wood Works, Metal Works
 Leather, Pottery, Clothing, Other Handmade Goods

All vendors must be selling their own handmade crafts or works of art

Product Description

Vendors Booth Pricing All booths will be on Art Street.

We supply Canopy (10x10)

Canopies will be set up and ready at 9:00am

\$200 x _____ = \$ _____

Supply your own Canopy (10x10)

Space only, no canopy, tables or chairs included

\$100 x _____ = \$ _____

Extras

Corner Spot (Limited Availability)

\$25 x _____ = \$ _____

Electricity (20 Amps) *

\$50 x _____ = \$ _____

TOTAL AMOUNT DUE

\$ _____

[Pay Vendor Fees at Collegeareabid.com](http://Collegeareabid.com)

* If more than 20 Amps are needed, please contact the Vendor Coordinator at mail@collegeareabid.com or call College Area Business District Office at 619-582-1093.



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Vendor Checklist

INCLUDE your email address to receive correspondence and information on future events	
Complete, sign, and enclose the vendor application WITH payment	
Payments accepted ON or before April 1, 2017: Cash, MO, Personal, Business, or Cashier's Check	

Your application will be considered incomplete until we receive the fully completed application AND payment. Incomplete applications not be considered, reviewed or accepted.

All vendors must have an approved/ accepted application on file with College Area Business District to show or sell products and/or information with the public within the event footprint. College Area Business District and the Art Street Committee assume no responsibility for any loss, damage, injury, or claim arising out of the participant's acts or omissions in the Art Street event. Further, the participant shall defend and indemnify College Area Business District and the Art Street Committee for the negligence, fault, misconduct, and liabilities caused by the participant should said negligence, fault, and/or misconduct lead to the filing of a claim or legal action. The participant agrees to abide by the Information, Rules, and Regulations outlined by College Area Business District in the Vendor Application for 2017. Violation of the Information, Rules, and Regulations may result in expulsion from the event and exclusion from future events.

Printed Name: _____

Signature: _____ Date: _____

APPLY ONLINE

Now accepting payments on PayPal at <http://collegeareabid.com>

Make Check's payable to College Area Business District and send to:

College Area Business District

4704 College Avenue, San Diego CA 92115

OR Email Application to mail@collegeareabid.com

Vendor confirmation booth assignments will be EMAILED out no later than 2 weeks prior to the event date. NO PAPER CONFIRMATION WILL BE SENT, so make sure to have a valid email address on file.



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Vendor Information, Rules & Regulations:
IMPORTANT INFORMATION.
PLEASE READ CAREFULLY.

BOOTH SPACE

- ◆ Booth Space locations will be provided by College Area Business District
- ◆ CA Seller's Permit must be available for inspection prior to set-up.
NO MERCHANDISE SALES WILL BE ALLOWED WITHOUT A VALID PERMIT.

EVENT HOURS / SET-UP / BREAKDOWN

- ◆ The Festival will run from 10am – 7pm on Saturday, April 22, 2017. Vendors are required to be open and ready by 10am and remain open until 7pm. All sales must cease no later than 7pm. **Violators will risk being excluded from future participation from this community or other events.**
- ◆ Vendors will be allowed in the staging area from 8:30am – 9:30am. Drop off all materials to your booth location and remove your vehicle immediately. You may begin to set up after your vehicle is parked. On-street parking is available on the street surrounding the event. **DO NOT PARK IN PRIVATE LOTS—YOUR VEHICLE MAY BE TOWED!**
- ◆ **NO VEHICLES WILL BE ALLOWED IN THE EVENT VENUE AFTER 9:30AM.** Vehicle access will not be permitted after event, 7pm or until the San Diego Police Department or Fire Marshall have cleared the area of pedestrians.
- ◆ **ALL Vendors must have their space cleared and cleaned no later than 8:30pm.**

Sales Information

- ◆ College Area Business District reserve the right to accept or refuse vendors, regulate the number of same-type vendors and will determine those businesses and activities most suitable for the event.
- ◆ Vendors shall not set restrictions on College Area Business District's regulations.
- ◆ All vendors must submit their application with a detailed description of ALL merchandise and/or printed matter to be sold or distributed by them. All works must be original and done by the artist. The reproduction of any artwork, past or present will not be permitted.
- ◆ The Vendor Coordinator may request additional information, pictures, or samples before the application is approved.
- ◆ NO Alcohol or Tobacco can be sold. NO illegal drugs or paraphernalia or depictions of same will be allowed.
- ◆ NO racist, sexist, pornographic, or otherwise offensive merchandise or literature will be allowed. Throughout the day, the Vendor Coordinator will conduct booth inspections. Any items in violation must be removed.



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Clean-up

- ◆ **NO EARLY DEPARTURES. All booths must remain open until the festival ends at 7pm.**
- ◆ The vendor must clean their allotted booth space immediately upon the conclusion of the event at 7pm.
- ◆ **It is the responsibility of the vendor to clean the allotted space including removal of all their own trash.**

Electricity

- ◆ Electricity will be available to Vendors on a first come, first serve basis for a fee of \$50 for 20 AMPs. **Please bring your own 100' extension cord & lights. ***
- ◆ Generators of any kind are prohibited

***If More power is needed, please contact the Vendor Coordinator for pricing at mail@collegiareabid.com or call College Area Business District Office at 619-582-1093**

Booth Décor / Amplified music

- ◆ The Art Street Committee asks that all Vendors use tables, sandwich boards, easels, etc. to display all goods for sale. No items should be displayed outside the allotted booth space.
- ◆ Signage and booth decorations are encouraged if they are in good taste and do not interfere with neighboring vendors. All signs banners etc. must be kept within the 10 x 10 booth space
- ◆ Art Street Committee reserved the right to remove any décor deemed inappropriate for the event.
- ◆ Only Vendors marketing music, tapes or CD's can use amplified devices (i.e. boom boxes) and must have prior consent from the Festival Committee. Amplified music should not interfere with neighboring vendors.

Application Information / Booth Assignments

- ◆ Vendor acceptance and booth assignments are made on a first come, first served basis (when the application AND payment are received). Postdated checks will not be accepted.
- ◆ When mailing in your signed and completed application, please include payment by check or Money Order ONLY. Please make payable to: **College Area Business District.**
- ◆ **Personal or Business Checks will not be accepted after April 1, 2017.**
- ◆ **Cancellations** must be received in written form (emails accepted) no later than **April 14, 2017.** Cancellations received by this date will be granted a refund MINUS \$25.00 processing fee. No refunds will be honored for any cancellation requests received after April 14, 2017. Payments received after April 1, 2017 are not eligible for a refund.
- ◆ Corner booths require an additional fee of \$25.00, are limited and not guaranteed.