

IMPORTANT DATES AND INFORMATION 2016-2017

October | Oktoberfest

October 15, 2016 | 5PM-9PM | Downtown Imperial
Food Vendor: application and fees due September 26, 2016
Non-food Vendor: application and fees due October 7, 2016

November | Harvest Palooza

November 19, 2016 | 5PM-9PM | Downtown Imperial
Food Vendor: application and fees due October 31, 2016
Non-food Vendor: application and fees due November 11, 2016

December | A FROZEN Christmas

December 3, 2016 | 5PM-9PM | Downtown Imperial
Food Vendor: application and fees due November 21, 2016
Non-food Vendor: application and fees due November 25, 2016

January | Taking Flight & *Aviation Day

January 13, 2017 | 5PM-9PM | Downtown Imperial
*January 14, 2017 | 10AM-3PM | Imperial Airport
Food Vendor: application and fees due December 19, 2016
Non-food Vendor: application and fees due January 6, 2017

February | Tri-Tip Cook-Off

February 25, 2017 | 5PM-9PM | Downtown Imperial
Food Vendor: application and fees due February 5, 2017
Non-food Vendor: application and fees due February 17, 2017

March | St. Patrick's Classic & *Sunrunners Car Show

March 17, 2017 | 5PM-9PM | Downtown Imperial
*March 18, 2017 | 10AM-3PM | Eager Park
Food Vendor: application and fees due February 27, 2017
Non-food Vendor: application and fees due March 10, 2017

April | Sweet Onion Festival

April 29, 2017 | 5PM-9PM | Downtown Imperial
Food Vendor: application and fees due April 10, 2017
Non-food Vendor: application and fees due April 21, 2017

REMINDER:

Set up: **2hrs** before event

Vehicles off vending areas:
1hr before event start time

Tear down: **Up to 1hr**
after event

*Set Up & Tear Down times
must be adhered to.
Vendors are subject to fines
if not in compliance.



Booth Space: \$25
-Full Season: \$150

Non Profit: \$10
-Full Season: \$60



Booth Space & Electricity: \$39
-Full Season: \$234

Non-Profit: \$24
-Full Season: \$144



Booth Space & Food Permit: \$40
-Full Season: \$285

Non-Profit: \$25
-Full Season: \$195

* All fees are non-refundable



VENDOR APPLICATION AND AGREEMENT

Business Contact Information

Full Name _____ Phone(____) _____ Cell(____) _____
 Business Name: _____ Title: _____
 Mailing Address _____ City, State and Zip Code _____
 f/ Business Facebook URL _____ E-mail _____
 Website URL _____ Fax _____
 Vendor Type: Merchandise Food Information Non-Profit Tax ID # _____
 List ALL item(s) to be sold or distributed _____

How did you hear about Imperial Market Days? _____

Event Fees and Dates | Fees are non-refundable | Choose your booth space location and reserve it for the full season by pre-registering for all Imperial Market Days events.

Space Fee: \$25 per booth (12X12) Non-Profit \$10
 Space & Electricity Fee: \$39 (limited spaces available) Non-Profit \$24
 Space & Temporary Food Facility Permit Fee: \$40/\$30 w/FoodPermit \$25 Non-Profit

INCENTIVE: Pre-register for ALL events for the fee of six (6) events. *Excluding TFF Fees.

**Food vendors who wish to participate in all 9 events must obtain a temporary food facility permit for each event or provide a copy of a current TFF permit obtained by the Imperial County Public Health Department.*

Event Theme	Event Information	Fee	Receipt # Date
<input type="checkbox"/> Oktoberfest	Sat. Oct. 15 5PM-9PM	_____	_____
<input type="checkbox"/> Harvest Palooza	Sat. Nov. 19 5PM-9PM	_____	_____
<input type="checkbox"/> A FROZEN Christmas	Sat. Dec. 3 5PM-9PM	_____	_____
<input type="checkbox"/> Taking Flight	Fri. Jan. 13 5PM-9PM	_____	_____
<input type="checkbox"/> Tri-Tip Cook-Off	Sat. Feb. 25 5PM-9PM	_____	_____
<input type="checkbox"/> St. Patrick's Classic	Fri. Mar. 17 5PM-9PM	_____	_____
<input type="checkbox"/> Sweet Onion Festival	Sat. Apr. 29 5PM-9PM	_____	_____

Special Events held in conjunction with January and March Market days. Limited vendor spaces available. Spaces with Electricity are not available for the Special Event dates.

<input type="checkbox"/> Aviation Day	Sat. Jan. 14 9AM-3PM	_____	_____
<input type="checkbox"/> Sunrunners Carne Asada Run and Car Show	Sat. Mar. 18 10AM-3PM	_____	_____

THE FOLLOWING WAIVER MUST BE DATED AND SIGNED

As a participant of the Imperial Market Days, I hereby waive any and all rights and claims for damages that may arise against the City of Imperial, its agents, representatives, and/or associate connection with all market activities. I hereby give permission for the free use of my name and picture in any broadcast, telecast and/or print media account of this event. I hereby certify that the information provided to the City of Imperial is true and correct. I acknowledge I have read the above and fully understand the restrictions stated herein, and agree to abide by the Rules and Regulations established by the City of Imperial.

Printed Name: _____ Signature: _____ Date: _____

Booth Space # _____ # _____ # _____ # _____ # _____ # _____ # _____ # _____ # _____



RULES AND REGULATIONS

REMINDER:

All vendors must obtain a City of Imperial Business License to participate (no charge)

Market Days is here

Rain or Shine

Participants are responsible for providing:

- >pop-up canopy
- >table(s) for display
- >chairs
- >sandbags
- >display rack
- >dolly for loading/unloading
- >booth lighting: LED (**only**)
- >extension cord (1 outlet per vendor-100ft)
- *\$14 fee for electricity (limited spaces available upon request)
- >Certificate of Insurance
- >Health Department Permit and fees

Vendor guidelines and requirements

1. The City of Imperial will assign all booth spaces according to availability. New members and members without assigned spaces must check with the city for a booth location (each booth is 12X12).
2. All vendors who do not plan to attend a market must notify the city one (1) week in advanced (booth fees are non refundable).
3. Vendor parking is not permitted on Imperial Avenue during Market Events except for loading and unloading products of sale (only one (1) vehicle per vendor is allowed on the premises)
4. Vendors may not leave their booth space(s) unattended. The city will not be responsible for any damages or theft.
5. All vendors shall obtain at his or her expense, all licenses and permits required by the State of California, Imperial County, Imperial City, and Local Agencies prior to the operation of the business. All permits necessary to sell must be on display or available for review at all times.
6. Vendors are prohibited to sell items that can be detrimental to the public health, safety, or welfare of the public.
7. Vendors are prohibited from selling or distributing items that may generate public complaints and/or extraordinary cleanup. Included to but not limited to silly string, confetti eggs, or spray stink, etc.
8. Each Vendor must determine his or her own prices. Only scales that are certified by the Division of Weights and Measurements can be used. Selling by the bunch or bags is recommended.
9. All Commercial Vendors are required to obtain a Temporary State Seller's Permit prior to the event. The permit must be posted on site at all times. Failure to comply will result in the vendor leaving the premises without a refund.
10. Vendors are responsible for his or her own display set up, cleanup, and each vendor is responsible for filing any and all returns required by the State of California with respect to sales tax collection.
11. Food sampling-Vendors must abide by the Imperial County Public Health Department's regulations.
12. Vendors must comply with all federal, state, and local ordinances.
13. Vendors may not discriminate on the basis of race, creed, sex, religion, physical ability, sexual orientation, age, or nationality.
14. The City will provide and distribute all media and publicity.
15. Travel lanes must be open one (1) hour after end of event. Booths that are not in compliance are subject to fines.

Ethics and Conduct

1. There will be no profanity or aggressive behavior while conducting Market business. Any concerns or disputes and complaints shall be submitted in writing to the City of Imperial, 420 South Imperial Avenue, Imperial, CA 92251 at the attention to the Parks and Recreational Department

Inspections

1. The City of Imperial reserves the right to inspect any vendor's operation if it has sufficient reason to believe the vendor is not in compliance. The vendor will be asked to remove all suspect product(s) from sale until an inspection is completed.

Penalties

1. Failure to comply with these rules and regulations may result in the expulsion from the market for the remainder of the season. The City of Imperial reserved the right to rule on any situation deemed incompatible with the rules and regulation not specifically addressed in these rules, and impose the afore mentioned penalty. The City of Imperial shall be held harmless in the event of inconvenience, loss of income, or any damages whatsoever resulting from the enforcement of these rules.



RULES AND REGULATIONS CONTINUED

Release, Waiver and Assumption of Risk

All vendors shall provide and maintain during the term of this agreement a combined single limit comprehensive public liability and products liability policy with liability limits in the sum of one million dollars (\$1,000,000.00). The policy be endorsed to provide the following: (1) City of Imperial, employees shall be named as additional insured under the policy; (2) the policy shall operate as primary insurance; (3) subordination shall be waved against the additional insured.

By participating in the Market Days events, the vendor and its employees, representatives and/or /associated parties and fully aware and understand the potential risk involed with participation. Specific damages include damage to personal property, lost of personal inventory, serious physical injury or death. Additional damages include and are not limited to damages dues to inclement weather and other reasonably anticipated risks that a company participation in such event.

As a participant in the Imperial Market Days events in Downtown Imperial, CA I hereby waive any and all rights and claims for damages that may arise against the City of Imperial, officials representatives and or assisted parties. I hereby hold the City of Imperial, representatives, and/or associated parties harmless for any and all injuries and/or damages. I hereby give the City of Imperial permission for the free use of my name and picture in any broadcast, telecast and or print media account of the event. I acknowledge I have read the above and fully understand the restrictions state herein, and agree to abide by the Vendor Application Guidelines and Procedures established by the City of Imperial.

By signing below, I hereby certify that I have read, understand and agree to the rules and regulations set forth herin by the City Imperial; and affirm that I am a lawful representative of this corpora-tion/organization/business and have the permissions and authority as required to agree to the above release, waiver and assumption of risk.

Print Name: _____ Signature: _____

Title: _____ Date: _____



CITY OF IMPERIAL TEMPORARY BUSINESS LICENSE APPLICATION

IMPERIAL CITY CODE - SECTION 12-1: "IT SHALL BE UNLAWFUL FOR ANY PERSON TO COMMENCE, CONDUCT OR CARRY ON, WITHIN THE CITY, ANY BUSINESS, OCCUPATION SHOW, EXHIBITION OR GAME, WITHOUT FIRST PROCURING A BUSINESS LICENSE TO DO SO."

IMPERIAL CITY CODE - CHAPTER 12, SECTION 12-4 CATEGORY VII:

General Booth: Food, glass blowers, computer fortune telling, jewelry, cosmetics, sales advertising booths, merchandise orders & sales, handicrafts, candy, photo booths, etc.

Rides, games, souvenir & banner peddlers, trained animal shows, side shows, shooting galleries, weighing machines, penny arcades or any similar show or exhibition:

FOR 1 TO 15 DAYS - \$30.00 PER BOOTH

Races, rodeos, stage shows, or other similar means of entertainment:

PER DAY - \$30.00 EACH DAY

Fortune tellers and itinerant photographers (does not include computer fortune telling or photo booths).

PER DAY - \$30.00 EACH DAY

**PLEASE COMPLETE AND RETURN THE FOLLOWING WITH CHECK MADE PAYABLE TO:
CITY OF IMPERIAL 420 SOUTH IMPERIAL AVENUE IMPERIAL, CA 92251**

Business Information

Business Name: _____

Exhibit Location: _____

Owner's Name: _____

Mailing Address: _____

State Board Resale No: _____

******* TEMPORARY LOCAL NUMBER MUST BE OBTAINED BEFORE PERMIT WILL BE GRANTED *******

Kind of Business, Show or Occupation: How many booths, units, etc. under this name:

2016-17 MARKET DAYS