



2019-2020

IMPERIAL

Market Days

IMPORTANT EVENT DATES AND INFORMATION

OCTOBER • FIESTA DE LOS MUERTOS

October 19, 2019 • 5:00 PM– 9:00 PM • Downtown Imperial
Food Vendor: Application and fees due by Monday, September 30, 2019
Non-Food Vendor: Application and fees due by October 7, 2019

DECEMBER • A DECEMBER TO REMEMBER

December 14, 2019 • 5:00 PM– 9:00 PM • Downtown Imperial
Food Vendor: Application and fees due by November 25, 2019
Non-Food Vendor: Application and fees due by December 2, 2019

FEBRUARY • BLUES, BREWS, AND BBQS

February 15, 2020 • 5:00 PM– 9:00 PM • Downtown Imperial
Food Vendor: Application and fees due by January 27, 2020
Non-Food Vendor: Application and fees due by February 3, 2020

APRIL • FESTIVAL OF COLORS

April 18, 2020 • 5:00 PM– 9:00 PM • Downtown Imperial
Food Vendor: Application and fees due by March 30, 2020
Non-Food Vendor: Application and fees due by April 6, 2020

REMINDERS:

- Vendors encouraged to dress up and decorate according to Market Days theme.
- **Set-Up:** (2) Two hours before the start of the Imperial Market Days event
- **Tear-Down:** Up to (1) one hour after the end of Imperial Market Days event
- Set-Up and Tear-Down times must be adhered to. Vendors are subject to fines if not in compliance.
- No vehicles shall be allowed in the event area at any time. Designated parking for unloading and loading will be provided.

BOOTH SPACE PRICE:

Vendor



- Information: \$25
- Merchandise: \$25

Food Vendor



- Prepackaged: \$40
- Annual Food Permit: \$45
- Temporary Food Facility Permit: \$60

RULES AND REGULATIONS

PARTICIPANTS ARE REQUIRED FOR PROVIDING ALL ITEMS NECESSARY TO OPERATE SUCH AS, BUT NOT LIMITED, TO THE FOLLOWING ITEMS:

- Quiet Generator
- Table(s) for Display
- Display Rack
- Lighting for Booth
- Chairs
- Dolly for Loading and Unloading Purposes
- Pop-Up Canopy
- Sandbags

REQUIRED:

- City of Imperial Business License
- Certificate of Insurance
- Imperial County Health Department Temporary Food Facility Permit (Food Vendors Only)

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 of Imperial for a booth location (each booth is 12x12).
2. All vendors who do not plan to attend a Imperial Market Days event must notify the City of Imperial, Department of Community Services, (1) one week in advance (booth fees are non-refundable).
3. Set up starts (2) two hours before the event. Tear down is up to (1) one hour after the event.
4. Vendor parking is not permitted on Imperial Avenue on Barioni Boulevard during Imperial Market Days events except for unloading and unloading purposes. Vehicles must be off the vending area (1) one hour before event start time. Only (1) one vehicle per vendor is allowed on the premises during the allotted time period.
5. Vendors may not leave their booth space(s) unattended. The City of Imperial will not be responsible for any damages or theft.
6. All vendors shall obtain at his or her expense, all licences and permits required by the State of California, Imperial County, City of Imperial, and local agencies prior to the operation of business. All licenses and permits necessary to sell must be displayed or readily available for review at all times.
7. Vendors are prohibited to sell items that can be detrimental to the public health, safety, or well-fare of the public.
8. Vendors are prohibited from selling or 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.
9. 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 bag is recommended.
10. 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.
11. Vendors are responsible for his or her own display, set up, clean up, and each vendor is responsible for filing any and all returns required by the State of California with respect to sales tax collection.
12. Food-sampling vendors must abide by the Imperial County Public Health Department's regulations.
13. Vendors must comply with all federal, state, and local ordinances.
14. Vendors may not discriminate on the basis of race, religion, color, sex, national origin, age, mental or physical disabilities, sexual orientation, and gender identity.
15. The City of Imperial will provide and distribute all media and publicity.
16. Travel lanes must be open the the public (1) one hour after the end of the event. Booths that are not in compliance are subject to fines.
17. All merchandise and food vendors are required to obtain a City of Imperial Business License for the conduction of business and sales within the City of Imperial (refer to Business License Application Instructions #3).
18. For the safety of all, no vehicles will be allowed in event area at any time. Designated vendor parking will be assigned for loading and unloading purposes.
19. Vendors are prohibited to plug into the City of Imperial's electrical outlets. Electricity shall be provided solely by the vendor, themselves, and must comply with the requirements.
20. Vendors are prohibited to utilize loud or fume-emitting generators as a source of electricity. If the use of a genrator is required, it must a portable, whisper (quiet) generator.

ETHICS AND CONDUCT

1. There will be no profanity or aggressive behavior while conducting Imperial Market Days business. Any concerns or disputes and complains shall be submitted in writing to the City of Imperial, 200 W. 9th Street, Imperial, CA 92251 at the attention to the Department of Community Services.

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 Imperial Market Days season. The City of Imperial reserves the right to rule on any situation deemed incompatible with the rules and regulations, not specifically addressed in these rules, and impose the aforementioned pentalty. 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.

VENDOR APPLICATION

BUSINESS CONTACT INFORMATION

Last Name: _____ First Name: _____

Organization Name (If Applicable): _____

Organization Address: _____ City: _____ Zip Code: _____

Cell Phone: _____ Work Phone: _____

Email Address: _____

Business Facebook URL: _____

Website URL: _____

How did you hear about Imperial Market Days? _____

VENDOR TYPE

Merchandise Information Food (Prepackaged) Food (Annual Permit) Food (Temporary Permit) Other

Please list all item(s) to be sold or distributed: _____

EVENT FEES AND DATES

Please note that fees are non-refundable. Choose your permanent booth space location and reserve it for the full season by pre-registering for all four Imperial Market Days events; which is only applicable to merchandise, informational, and food vendors that have prepackaged products.

- Merchandise or Information Vendor: \$25 each month or \$100 for whole season
- Food Vendor (Prepackaged): \$40 each month or \$160 for whole season
- Food Vendor (Annual Food Permit): \$45 each month, N/A for whole season
- Food Vendor (Temporary Food Facility Permit): \$60 each month, N/A for whole season

Food Vendors (Temporary Food Facility and Prepackaged) must submit Temporary Food Facility Applications for each event. Booth space locations for Food Vendors with Annual Food and Temporary Food Facility Permits are subject to change at each Imperial Market Days event.

EVENT	EVENT INFORMATION	FEE
<input type="radio"/> Fiesta de Los Muertos	Saturday • October 19, 2019 • 5 PM–9 PM	\$ _____
<input type="radio"/> A December to Remember	Saturday • December 14, 2019 • 5 PM–9 PM	\$ _____
<input type="radio"/> Blues, Brews, and BBQs	Saturday • February 15, 2019 • 5 PM–9 PM	\$ _____
<input type="radio"/> Festival of Colors	Saturday • April 18, 2019 • 5 PM–9 PM	\$ _____

Booth Space #: October _____ December _____ February _____ April _____

VENDOR WAIVER

WAIVER, RELEASE, HOLD HARMLESS, AND AGREEMENT NOT TO SUE

INDEMNIFICATION

Vendor shall indemnify, defend, and hold harmless the City of Imperial, its officers, officials, employees, agents, and volunteers from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person(s) or damage to property arising at any time during and/or arising out of or in any way connected with vendor's participation in 2019–2020 Imperial Market Days events unless solely caused by the gross negligence or willful misconduct of the City of Imperial, its officers, officials, employees, agents, and volunteers.

INSURANCE REQUIREMENTS

Vendor shall procure and maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate for bodily injury, personal injury, and property damage. The City of Imperial, its officers, officials, employees, agents, and volunteers shall be additional insureds under such policy. Coverage provided by vendor shall be primary and any insurance or self-insured procured or maintained by the City of Imperial shall not be required to contribute with it. If alcohol will be sold by the vendor, coverage must include full liquor liability.

Printed Name: _____

Date: _____

Signature: _____

Date: _____

Title: _____

Date: _____