



## Christmas Event FOOD VENDOR RULES

All food vendors must register by completing this Vendor agreement and pay the applicable fees at time of submission of application to host a food booth at City of Chowchilla's Christmas Event. If all documents and fees are not paid before the cut-off date, you will not be eligible to participate. **Only Food and activity stations are allowed, no artisan/merchant vendors at this event.**

### Vendor Space:

Spaces are approximately 10'x10' in size and located within the event area. Spaces will be placed randomly on the grass area within the event, no vendor site is guaranteed. **Only one (1) business or organization allowed per space.** Food Trucks are accepted and placed on the Kings Street area. Vendor applications are accepted and granted by the staff of the City of Chowchilla, based on the event's needs. No applicant is guaranteed to be a vendor, and we will try our best not to duplicate vendors.

After registration is completed, the applicant will be notified once agreement application is approved by staff. If an application is not approved; application fee will be refunded to applicant. **No deferred payment accepted, applications without payment will not be considered. Applications are not automatically approved, you will receive an email or phone call with your approval after it is reviewed. Any food vendors who do not follow the Madera County Health Code Guidelines may be asked to leave and will not be allowed to participate in the future events. All food vendors, must have a permit from Madera County. We will facilitate the permit paperwork for the county.**

- ❖ Vendors provide own booth set-up: including tables, chairs, canopies, battery operated lights are highly encouraged. **NOTE:** Vendors must provide their own power, such as a battery pack, quiet portable generator, to operate any equipment requiring electricity. No electricity will be provided by the City of Chowchilla unless special arrangements have been made.
- ❖ Food vendor space/trailer will be limited and approved on a needed basis. **Food vendor space/trailer must meet the Madera County Health Regulations for Food Vendors.** The vendor space must be kept clean, and is the sole responsibility of the vendor. Vendor must provide trash cans for their immediate use. Trash cans are provided for patrons around the park area. **Any persons who do not follow the Madera County Health Code Guidelines may be asked to leave and will not be allowed to participate in the future events.**
- ❖ The City of Chowchilla reserves the right to change vendor location as they see fit.
- ❖ Vendors are responsible and liable for their own merchandise/food sales and for obtaining and reporting any licenses, taxes, and/or fees.
- ❖ All items sold (including Food Items) is to be listed on the following page of this Vendor Space Agreement. Please be specific to avoid duplication. Do not sell any items you do not have listed.
- ❖ Vehicles cannot block any side streets, or drive on the park. Mobile Food Trucks will have a designated area to park.
- ❖ **Vendor set up is between 4:30 pm – 5:30 pm**, the day of the event, no earlier or later. If you need more time to set up, arrangements can be made if you already know where your space is located. All vendors must be ready to sell to customers by 5:45 pm. Vendor may not dismantle any earlier than 9:00 p.m., No vehicles allowed in the park to dismantle.
- ❖ This event will primarily be after dark, plan accordingly.
- ❖ The City will be giving free hot chocolate to the public, do not plan on selling hot chocolate.
- ❖ **Once you are an approved vendor, there will be no refunds given. If you do not show up at the event, you will not be allowed to participate in future events.**

**Set-up 4:30 – 5:30 Christmas Lighted Parade (front street to 7th street) 6:00 pm, Tree Lighting**

**Ceremony, Santa Meet & Greet and festivities After Parade (Approx 6:45 pm) Please stay until the**

**event is over. Event is located at Veterans Memorial Park, 600 W. Robertson Boulevard, Chowchilla.**

### CHRISTMAS EVENT - FOOD VENDOR APPLICATION

The City of Chowchilla reserves the right of the booth assignments, to curtail in whole or in part, that which may reflect against the character of the City of Chowchilla, and to allocate a specific number of vendor spaces per industry/menu. Seller or non-seller vendor agrees to all of the regulations listed on page one and two of this application and assumes self-liability for any loss or injury resulting while participating in this event. Sellers and non-sellers agree to hold the City of Chowchilla, its agents, employees, and/or volunteers free from any and all liability. Only Food Vendors and Holiday Activity Stations are allowed, no merchant vendors.

Organization/Business Name: \_\_\_\_\_

Contact Person (if different than listed above): \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

\$25 is the fee per space. No merchant vendors accepted, only food.

Number of Spaces requested: \_\_\_\_\_

If you do not have a current permit through Madera County, you need to apply for a temporary Madera County Health Permit for Concession through the City of Chowchilla.

The Madera County Temporary Concession Fee \$119. The city will facilitate the payment and paperwork.

Total \$ \_\_\_\_\_ Paid:  Cash  Credit  Check No. \_\_\_\_\_

**Reminder: No electrical service or hook ups provided by the City of Chowchilla**

**REQUIRED:** Please give specific description of items to be sold (list all items completely on menu). Any items not listed should not be distributed. (Separate page may be submitted)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

❖ I understand once I am an approved vendor, there will be no refunds given. If I do not show up at the event dates as stated on this application, I will not be allowed to participate in future City events.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

For more information contact the City of Chowchilla, Stacy Wisener at 559-665-8615 ext. 110 or email [Swisener@cityofchowchilla.org](mailto:Swisener@cityofchowchilla.org).

**PLEASE ONLY RETURN PAGE 2, KEEP PAGE 1**

(For City Use Only)
Date Rec'd: _____
Amount Rec'd: \$ _____
Cash ____ Check # ____ Credit Card ____
<b>Act: 100-6625-8756</b>
Staff Approval: _____