

Chamorro Cultural Fest Vendor Booths

Welcome vendors and thank you for participating in the Chamorro Cultural Fest. at Market Creek Plaza. The deadline for the completion of this application is 5:00 p.m. on Friday, February 12, 2010. All applications must be turned in to June Hawkins. After receiving your signed contract with your space rental fee and \$25.00 non-refundable deposit, you will be notified to attend a vendor orientation and on that day you will receive a vendor packet that includes:

- Your site map
- Your booth location
- One (1) parking pass
- Additional set-up and breakdown information

Event Information

Date: Saturday, March 20, 2010

Time: 10:00 a.m. – 6:00 p.m.

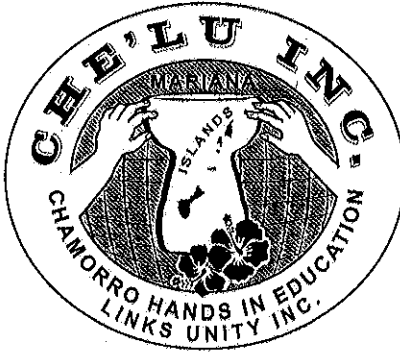
Location: Market Creek Plaza, 310 Euclid Avenue, San Diego, CA 92114

Cost: The event is open to the public and has free admission.

Booth Information / Venue Rules and Regulations

- **Booth Space:** Vendors will provide their own 10' x 10' pop up and tables/chairs. Tables and chairs are available at an additional cost. As a courtesy to other vendors, please do not set-up anything outside of your marked area.
- **Early Bird Fees:** The space fee for nonprofit resource/information booths is \$50.00. Retail vendor space is \$100.00 and food vendor space is \$150.00. A \$25.00 non-refundable deposit is required for all booth spaces. **All checks and money orders should be made payable to Chelu Inc.** *(We do not accept credit card payments)*
- **Late Fee:** Applications turned in after February 12, 2010 will have an additional \$25.00 added to their fees.

- **Electrical:** Electricity **will not** be provided to booths.
- **Set-up:** Set-up time begins at 6:00 a.m. on Saturday, March 20, 2010 and must be completed one (1) hour prior to the start of the event (9:00 a.m.). Once you have begun set-up, you must make sure your booth is attended at all times. Although plaza security will be monitoring the event, Che'lu will not be responsible for any lost or stolen items.
- **Breakdown:** **Vendor booths must remain open until the close of the event, at 6:00 p.m.** After the close of the event, vendors must remove all displays and merchandise from the booth. Breakdown must be completed by 8:00 p.m. on Saturday, March 20, 2010. Some booths may be positioned in areas with vehicular access. Vehicles will only be allowed in the vendor area after pedestrian traffic has diminished sufficiently to allow areas during and after the event. Event security will determine when vehicular access is appropriate.
- **Clean Up:** During the event, vendors are responsible for taking care of their own trash and putting it in the event's large trash container. Do not put trash into dumpsters belonging to area businesses. Vendors are responsible for cleaning up their booth areas during and after the event. Final clean-up begins promptly at 8:00 p.m. **Please do not begin breakdown of your booth prior to 6:00 p.m.**
- **Sales Information:** Che'lu reserves the right to decide which vendors, organizations, and activities are most suitable for Chamorro Cultural Fest. Any vendor selling or displaying illegal drugs, paraphernalia, alcohol, controlled substances, or other merchandise or displays unsuitable for a family event will be asked to vacate the event. Vendors will handle all cash transactions for their booth.
- **Licenses and Permits:** All vendors are responsible for obtaining the required licenses and permits. Merchandise vendors are required to obtain a resale number for the event. Food vendors must obtain the appropriate health permits and must provide Che'lu with a complete list of **ONE** Chamorro combo plate dish and one side dish (must be an authentic dish) to be sold at the time the vendor application is submitted. In addition, food vendors are responsible for having the prescribed fire extinguisher in their booth.
- **Booth Décor:** Che'lu reserves the right to reject any vendor whose merchandise, décor, or displays are deemed inappropriate for this event.
- **Space Assignments:** 10 X 10 spaces will be assigned on a first-come, first-served basis. Assignments will be made and notices given when we receive your completed application, space fee and deposit. Incomplete applications will not be processed. We are expecting a great response to the event, so reserve your space early. For additional information please contact June Hawkins at (619) 634-8494 or email her at jun.hawkins@yahoo.com.



Chamorro Cultural Fest. 2010 Booth Registration Form

Please complete this form completely and legibly

Name of Business/Organization: _____

Applicant's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

State Franchise Tax Number: _____ Resale Number: _____

If your organization is a non-profit, attach a copy of your certificate and provide your organization's non-profit IRS 501c3 number: _____

Who will be in charge of booth day of event? _____

Contact Phone: _____

Number of spaces requested: _____

Check appropriate booth type: Food Non-food

Specific description of booth and products to be sold: *Food vendors must list all items sold and have the proper health permit(s) issued from the County of San Diego Department of Health Services.* _____

Electrical Requirements: (Not applicable for this event)

Booth Space Fee: _____ Other Expenses: _____ Total Fee: _____

Che'lu Inc. assumes no responsibility for any loss, damage, injury, or claims arising out of participant's acts or omissions in or during the Chamorro Cultural Fest. at Market Creek Plaza.

As a participating vendor at the Market Creek Plaza Chamorro Cultural Fest., I have read, understand, and agree to all venue rules. I also understand that my space rental fee is **non-refundable**.

Name of Organization

Signature

Date

Chelu Inc. Representative

Date