



Ukiah Country Pumpkinfest  
 Vendor Application  
 Ukiah Main Street Program  
 707-462-6789 (p) 707-462-2088 (f)  
[www.downtownukiah.com](http://www.downtownukiah.com)  
[mainst@pacific.net](mailto:mainst@pacific.net)



***It's time once again for the 2010 Ukiah Country Pumpkinfest, October 16<sup>th</sup> & 17<sup>th</sup>.***

The UKIAH COUNTRY PUMPKINFEST is a two-day community festival held October 16<sup>th</sup> & 17<sup>th</sup>. This year's event will feature numerous activities, including a parade, live musical entertainment, specialty beer/wine tasting, a haunted house, children's contests, games, carnival, giant pumpkins and much more.

To ensure continued success, a major part of this event's unique quality needs to come from you as one of our vendors along School Street. To give your products, be they art, crafts, or food, the very best exposure we will be advertising throughout Northern California. This regional event truly creates an excellent sales opportunity, what better way to kick off the 2010 Holiday Season.

Booth fees for the Ukiah Country PumpkinFest are reasonable... the advertising support will be excellent...there is lots to do for kids and the whole family...6,000 to 7,500 people are expected to attend per day over the two-day period. Deadline for space reservation is September 3<sup>rd</sup> and space is limited to 100 vendor spaces so why not reserve your space today! Event regulations are included with your application, please make sure to review them prior to returning the application and retain them for your use. Just mail the application and the booth fees to the Ukiah Main Street Program and you can be a part of Ukiah's biggest community event of the year!

## VENDOR SPACE

**Space Size: 10' X 10' Two days only**

Space fee for Food Vendor: \$250

Space fee for Arts & Crafts, Fine Arts, Commercial and Informational Vendors: \$140

**Set up time with car: 6:00-8:00am ONLY**

Set up time without car: 6:00-10:00am

## EXCLUSIVE SALES

The Ukiah Main Street Program grants exclusive product licenses for the following services and products: face painting, beer/wine and alcoholic beverages. Sale of these items is prohibited by any unauthorized vendor.

## LIMITED ON-SITE ELECTRICAL OUTLETS ARE AVAILABLE

***Reservations & booth assignments are based upon date applications and fees are received. When duplicate product applications are received the first applicant has priority. Booth space will not be assigned until all fees, applications and permits have been received.***



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## Vendor Terms and Conditions



1. For the purpose of this application, terms and conditions all arts & crafts, commercial, fine arts, food and informational exhibitors shall be referred to as "Vendor".
2. The Vendor agrees to utilize the space assigned and no others, unless otherwise specified in writing 30 days prior to the Ukiah Country Pumpkinfest event.
3. *Non-food Vendors* agree to provide the following: table, chairs, waste receptacles and display devices.
4. *Food vendors* must provide the following: table, chairs, interior and exterior waste receptacles and hand-washing stations.
5. Sponsor agrees to provide large waste dumpsters at various event locations.
6. Vendors agree to dump waste in the provided dumpsters at the end of each day of the event. Food vendors must take grease or similar by-products with them. **No dumping of hazardous waste allowed.**
7. The Vendor agrees to maintain cleanliness of their booth and surrounding area throughout the hours of the event, to perform a thorough clean-up at the end of each day and remove all waste at the completion of the event on the final day.
8. The Vendor agrees to keep booth open during the specified times of the event.
9. Cancellation of contract between Vendor and Sponsor before August 20<sup>th</sup> shall result in a return of booth fees to Vendor, minus a 20% administrative fee. Cancellation must be received in writing by August 20<sup>th</sup>.
10. Cancellation of contract prior to September 24<sup>th</sup> shall result in a return of booth fees to vendor, minus a 50% cancellation fee. Cancellation must be received in writing by September 24<sup>th</sup>.
11. There will be no refund of booth fees after September 24<sup>th</sup> or if vendor fails to appear or departs prior to the completion of the show.
12. Sponsor agrees to provide adequate event promotion, but shall not guarantee a minimum attendance, nor shall guarantee minimum sales activity to Vendor.
13. Vendor shall assume risk of weather or other causes beyond the control of the Sponsor, which may affect event attendance in any way. Sponsor *may* make such provision for alternate locations, but *does not guarantee* such alternatives will be made available.
14. Sponsor shall furnish ample security during specified times for the event in general. Vendor is solely responsible for any damage or losses of product incurred as a result of participation in Ukiah Country Pumpkinfest events and activities.
15. Vendor agrees to hold harmless the Ukiah Country Pumpkinfest Committee, Ukiah Main Street Program, City of Ukiah and any other organizations or persons involved, from any losses or damage incurred as a result of participation in the Ukiah Country Pumpkinfest events or activities.
16. ***Vendor acknowledges that liability insurance coverage for this event insures the City of Ukiah and the Ukiah Main Street Program only. If Vendor desires their own insurance, all costs of such coverage shall be incurred by the Vendor.***
17. Written verification of a **valid** seller's permit must be provided by vendor at time of application. Applications will not be accepted without either proof of a valid seller's permit. For more information on obtaining a one-day seller's permit call the State Board of Equalization at 707 576-2100.



# Vendor Application 2010

TYPE OF BOOTH:  Arts & Crafts  Commercial  Fine Art  Food  Informational

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

Sellers Permit # or Non-Profit Tax ID # \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Vehicle and Trailer Identification for each vehicle; this is required to avoid being towed.

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License # \_\_\_\_\_

Electric Wattage/Amperage for all equipment to be used \_\_\_\_\_ Usage of Electricity must be listed in order to be placed at the event

Please give a description of the items you will be displaying and/or selling (you may not sell anything other than what is listed):  
\_\_\_\_\_  
\_\_\_\_\_

### ***Attach required photo of goods to be sold.***

Payment of Booth fees may be made in Cash, Personal Check, Money Order, Cashier's Check or by VISA or MASTERCARD. Checks are to be made payable to the

***Ukiah Main Street Program, 200 South School St., Ukiah, CA 95482.***

Personal Checks **will not** be accepted as payment after September 1, 2010.

**Vendor Space**  
**Space Size: 10' X 10' (2 days only)**  
  
Space fee for Vendors:  
\$140  
  
Space fee for Food Vendors  
\$250  
  
\$ \_\_\_\_\_ **TOTAL ENCLOSED**

VISA / MC Account #: \_\_\_\_\_

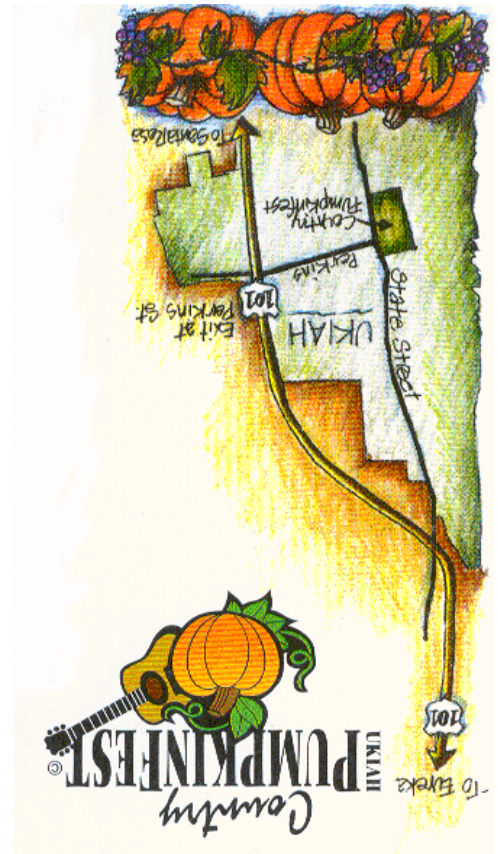
Exp Date: \_\_\_\_\_

The undersigned agrees to the terms and conditions contained in this application (see attached).

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

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

***Vendor acknowledges that liability insurance coverage for this event insures the City of Ukiah and the Ukiah Main Street Program only. If Vendor desires their own insurance, all costs of such coverage shall be incurred by the Vendor. You are responsible to attaining a health permit if selling food.***



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