

2010 Non-Profit Vendor Application

Return to:

Oroville Veteran's Memorial Park Committee
c/o Bill Connelly
P.O. Box 30
Oroville, CA 95965

Deadline: August 13, 2010

Non-Profit Vendor Application Worksheet Process Schedule

Please submit the following documents prior to the respective due date:

Document Names and Due Dates:

- | | |
|---|-------------------------------|
| 1. <i>Vendor Application Form</i> | Due Date: August 13 - 5:00 pm |
| 2. A Signed " <i>Vendor Terms of Agreement</i> " | Due Date: August 13 - 5:00 pm |
| 3. A Signed " <i>Release, Hold Harmless Agreement</i> " | Due Date: August 13- 5: 00pm |

Vendor space will be assigned by first come, first choice.

Return forms to OVMPC by August 13, 2010 to:

Oroville Veteran's Memorial Park Committee
(OVMPC)
c/o Bill Connelly
P.O. Box 30
Oroville, CA 95965

If your forms may be late or you have any questions contact:

James & Pam Townsend
Ph. 530-589-5748
530-589-5748
pjtownsend@att.net

Vendor Terms of Agreement

Please review the following instructions and guidelines; sign and return with your application form.

Please make a copy for your reference at the event.

Pre-event Requirements:

- Read, understand and inform anyone from your group of these guidelines.

Signage Requirements:

- All signage is to be provided by vendors and must be visible to event attendees
- For **non-profit** organizations all signs shall have the name of the organization represented and designate whom the proceeds are benefiting.

Food Service:

- No vendor is to provide food or beverage for rally participants Any food brought is for vendor use only
- Food and beverage is sold in the cafe, restaurant and two fast food businesses in the casino

Set-up Instructions:

- Access to site is prior to 7 a.m. for setup. Vehicles must only be parked in designated parking spots and need to be moved to open lot by 7 am.
- Check in immediately with an Event Coordinator or any member of the OVMPC
- The vendor area is in a covered parking structure therefore canopies will not be used or needed

Parking Instructions:

- All vehicles must be removed from the vendor site by 7 a m. Each vendor has access to parking at the large lot across the street from the covered parking structure at the back of the general public parking area.

Event Information:

- Vendors may sell their products between 700 a.m. and 400 p.m. There will be no electrical power available.
- Products must only be sold from the booths.

Tear Down Instructions:

- Booths may be disassembled following the end of the event at 4 p.m.

Thank you for participating in the 2009 Oroville Veteran's Memorial Park Committee fund raising event. We look forward to working with you during this event and in the future.

I have read and understand the above requirements and guidelines and will abide by all of them in good faith.

I, _____, am authorized to sign for

(Officer, Owner, etc.)

(Agency, Organization, Club, etc.)

Vending Organization _____
Contact Person _____ Phone Number _____
Address _____
Email _____ Fax _____

Names of adults operating the booth:

Space Allotments:

By your specification. First come, first served.

Please list the products you intend to sell:

(Use additional sheet if needed)

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Vendor to provide own tables, chairs, garbage cans, generators, signage and insurance.

OVMPC to provide free opportunity for you to generate public awareness of your organization or business.

Any additional Vendor needs?

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Please be advised:

- No water is provided at this event this year.
- No electricity is provided at this event this year.
- All selling must take place in designated booth area .
- Vehicles are only allowed at the booth site before 7:00 a.m. and after 4:00 p.m.for setup and tear down.

Check off:

- Terms of Agreement
- Non-profit Vendor Application
- Release, Hold Harmless Agreement