

Fourth of July Festival 2024

Vendor Information

Crescent City–Del Norte Chamber of Commerce
1001 Front Street | Crescent City, CA 95531
Tel. (707) 464-3174 | chamber@delnorte.org

APPLICATIONS DUE: MONDAY, JUNE 10, 2024, 5PM

Dear Vendor,

Enclosed is a vendor application for our **4th of July Festival**, on Thursday, July 4, 2024. The festival will be held in Crescent City's Beachfront Park.

We have food, marketplace, and game vendors. Spaces are 20'W x 15'D for food & marketplace vendors with additional space available for an additional fee. Electricity is provided to food vendors and a limited number of game vendors. All vendor fees are listed in the enclosed vendor information & applications.

REMINDER: Starting in 2015, the City of Crescent City required our event vendors to hold a Class O business license with the City.

*"CLASS O: Includes farmer's market vendors and special event booth vendors.
Farmer's Market and special event booth vendors are Class O vendors only."*

The \$19.00 fee is paid for a period ending the June after this event; it will cover all events during that time frame. Business license applications are available online at www.crescentcity.org

Mail your business license application and \$19.00 check to City Hall, 377 J Street, Crescent City, CA 95531. 707-464-7483, with questions about business licenses.

NOTE: Those who already have a Class O business license for previous events will be receiving a renewal in the mail. You will not need to fill out the application again and, after receiving your renewal notice in April, can just mail your \$19 check to the City of Crescent City.

The 4th of July Festival has attendees of all ages, from seniors to families with young children. Annual attendance is estimated to be over 15,000, sometimes up to 30,000 spectators.

If you have been with us before, we hope you will come again. If you haven't come before, we hope you can put us on your calendar. If you have any questions, please contact me.

At the end of this packet, I have enclosed a mock-up certificate of liability insurance to show what the specific requirements the City and Chamber require. If we can process your application in a timely manner, it will help the Chamber work with the City so we don't overload them on last-minute applications.

We look forward to hearing from you,

Cathi Christensen
Administrative Assistant
chamber@delnorte.org
Office (707) 464-3174

MYCELL PHONE FOR THE DAY OF: (707) 218-5888

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PRICING, LICENCES & ORDINANCES

City Ordinance #756 prohibits smoking in Beachfront Park.
Violators are subject to a \$500 fine. (Adopted May 3, 2010.)

APPLICABLE LAWS & REGULATIONS

Marketplace and Food vendors are required to have a valid California Sales Tax Resale License from the Board of Equalization (info.800-400-7115). Food vendors also need to follow the food preparation requirements of the County of Del Norte (707) 465-0426. **ALL vendors** must provide a certificate of insurance listing the **City of Crescent City AND the Crescent City-Del Norte County Chamber of Commerce as additional insured.**

SPACE

In order to accommodate all vendor vehicles, it is critical that each vendor provide the following:

1. Size of space needed. (One space is defined as 20' x 15'.)
2. Number, type and length of all vehicles involved in your activity, including food trailers, tow vehicles and support vehicles.
3. **If you have a towed booth**, indicate from which side (L or R, when the booth is hooked up to the vehicle) you will serve customers.
4. For Food vendors, **electrical power need in amps**. This is critical since the amperage is not consistent along the vendor line. (Electricity is not available to marketplace vendors.)

The City intends to strictly limit the number of vendor vehicles allowed off the pavement, in order to avoid the continuing damage to park resources such as trees, grass and irrigation systems. The city anticipates voluntary compliance, but any vendor who drives or parks on the grass without authorization or under trees will be cited, and, if necessary, ejected from the festival. Please call the Crescent City Planning Department at 707-464-9506 if you have any questions or concerns about their policies.

PAYMENT

Fees **per 20' x 15' foot space** are set out as follows:

Vendor Type	All Payments, Licenses & Insurance due by:	MONDAY, JUNE 12, 2023, 5PM
Market Place	\$50 nonprofit	\$200 commercial
Food	\$50 refundable cleaning deposit plus \$150 nonprofit	\$50 refundable cleaning deposit plus \$200 commercial
Game	\$50 for nonprofit	\$125 for profit

REMEMBER: A separate check must be made out for your deposit!! Please enclose checks or money orders made payable to: Crescent City-Del Norte Chamber of Commerce and mail with completed application to:

Crescent City-Del Norte County Chamber of Commerce
1001 Front Street
Crescent City, CA 95531.

Thank you for your interest in Crescent City's Fourth of July festivities!

4th of July 2024 Vendor Check List

INITIAL ALL CATEGORIES that apply and send back with application:

All Vendors:

- _____ I have listed the number of 20' x 15' spaces I am reserving.
- _____ I have listed any special parking needs.
- _____ I have listed my event weekend contact name and phone number.
- _____ I have listed the number, type & length of all my vehicles, including food trailers, tow vehicles and support vehicles.
- _____ If I have a towed booth, I have indicated from which side (L or R, when the booth is hooked up to the vehicle) I will serve customers.
- _____ I have signed and dated my application.
- _____ I have enclosed **TWO** certificates "Certificate of Additional Insured" for the event naming:
_____ The **Crescent City-Del Norte County Chamber of Commerce** as additional insured **and**
_____ The **City of Crescent City** as additional insured.
- _____ Required: Class O Business License from the City of Crescent City (\$19) .
- _____ Previous vendors: I have paid/will pay my Class O Business License renewal.
- _____ New vendors: I have applied for a Class O Business License from the City of Crescent City (\$19) .

Food Vendors:

- _____ I have listed my **amperage** (not voltage) needs. (Food vendors only.)
- _____ I have enclosed a copy of my seller's permit.
- _____ If I am exempt from holding a seller's permit, I have filled out and enclosed form BOE-410-D.
- _____ I have listed every item I will sell, including drinks.
- _____ I have applied for a Temporary Food Facility Permit from the Del Norte County Health Dept.
- _____ I have enclosed **two (2) checks**;
_____ One for the cleaning deposit **and**
_____ One for the space fee.

Marketplace Vendors:

- _____ I have enclosed a copy of my seller's permit.
- _____ If I am exempt from holding a seller's permit, I have filled out and enclosed form BOE-410-D.
- _____ I have listed every item I will sell. (**We prohibit the sale of knives, switchblades, firearms & drug paraphernalia.**)
- _____ I have enclosed the check for my space fee.

Game Vendors:

- _____ I have listed the type of games I will operate.
- _____ I have enclosed the check for my space fee.

2024 FOURTH OF JULY VENDOR AGREEMENT

DUE June 10, 2024

CIRCLE ONE: Marketplace Games Food

Name of Business/Organization: _____

Contact Person(s): _____

Mailing Address: _____

City: _____ State: _____

Zip: _____

Cell Phone: _____ EMAIL: (for electronic applications): _____

Number of **20' x 15' spaces** you are reserving: 1 2 3

List any special parking needs: _____

EVENT WEEKEND CONTACT NAME & PHONE NUMBER: _____

MARKETPLACE & FOOD VENDORS: Sales Tax Number and Copy of Seller's Permit (from Board of Equalization):
_____ *If you are exempt from holding a seller's permit, fill out and return form BOE-410-D.*

MARKETPLACE VENDORS: List the items that you will sell. (We prohibit the sale of knives, switchblades, firearms and drug paraphernalia.)

FOOD VENDORS: TENT or TRAILER Towing hookup on LEFT or RIGHT *as customers face the serving window?*
Amps needed: _____

What will you serve? Please be specific and list every item you will sell including drinks.

GAME VENDORS: What type of games will you operate?

THE SMALL PRINT: VENDORS ARE NOT GUARENTEED THE SAME SPOT AS PREVIOUS YEARS. SPACE REQUESTS WILL BE CONSIDERED, BUT NOT PROMISED. The concessionaire agrees to indemnify and hold harmless the Crescent City-Del Norte County Chamber of Commerce, the Fourth of July Committee, and the City of Crescent City, their officers, agents, servants, and employees from any damage, injury, or loss to any person or persons, including all persons to which the concessionaire may be liable under any Workers' Compensation and the concessionaire himself from any loss, damage, cause or action, claims or suits for damages, including but not limited to loss of property, goods, wares, or merchandise, caused by, arising out of or in any way connected with the exercise by the concessionaire of the privileges herein granted.

Signature: _____ Date: _____

Print Name: _____

***** FOR CHAMBER USE ONLY *****

Date Received: _____ Amount Paid: _____ Deposit Paid: _____
Insurance Rec'd: _____ City License: Yes / No