

40th ANNUAL DINUBA CINCO DE MAYO FESTIVAL

May 4th and 5th, 2018

MERCHANTS ROW SPACE RENTAL AGREEMENT GUIDELINES

RESERVATIONS: Organizations who want to distribute information must make reservations. Chamber members are free. No spaces will be held without paperwork and fees paid if applicable. Deadline for Application submittal is *April 13, 2018. Absolutely no applications accepted after April 20, 2018.* Fees are non-refundable. Preference will be given to chamber members, local businesses and non-profit organizations, provided their application is received prior to the deadline. Space location is on a first come first serve basis.

LOCATION: The Cinco de Mayo Festival Committee and Booth Chairmen reserve the right to locate concessions in places which best utilize space and provide for a balance of activities.

ASSIGNMENTS AND SET-UP: Space assignments and check-in will begin at 12:00 p.m. at the park on Friday. You must be operating by 4:00 p.m. on Friday and by 9:00 a.m. on Saturday. The sales hours are 4:00 p.m. until 10:00 p.m. Friday, and 9:00 a.m. until 10:00 p.m. Saturday.

SPACE RENTAL FEES:

Chamber Members	\$ 0.00
Non-Chamber Members	\$100.00
Sponsors - Negotiable	

Each space is a 10' x 10' area, which includes one (1) parking permit. Each additional 10' x 10' space will be charged according to the fee on the application. **There will be no additional parking permits issued.**

Each participant is responsible for their own displays, tables, booths, shade, trash receptacles, etc. Displays are limited to 10' x 10' spaces. Those desiring additional space will be charged in accordance with the fee schedule.

CLEANING DEPOSIT: There will be a **\$25.00** cleaning deposit, as a guarantee that you will leave your area clean. **A separate check must be written for this deposit.** The same check will be returned (*May 5th*) to you when the electrical box has been cleared at check out and under the condition that your booth area is clean at the end of the Cinco de Mayo Festival. **Cleaning deposit will only be returned only if area is cleaned and checked-out by 11:30 p.m.,** otherwise cleaning deposit will **not** be returned. *If the deposit was paid in cash, a check will be mailed to you.*

All booth trash shall be emptied into large trash bin located on McKinley Avenue.

PARKING: Vehicles will be parked diagonally on McKinley Avenue adjacent to the west side of the park. Parking spaces are numbered and will be assigned at the time of registration. You may only park in YOUR assigned space. Vehicles will be allowed on the grass in the Arts and Crafts area at Friday, May 4th before 2:00 p.m. and Saturday, May 5th before 8:30 am and after the Cinco de Mayo Committee determines it is safe for the public, after the closing of the park at 10:00 p.m. Be prepared to hand truck your merchandise to your space. **PLEASE BE SURE TO BRING A HAND TRUCK OR DOLLY!**

LIMITATIONS: Under no circumstances will you be allowed to spend the night in your space. The Cinco de Mayo Festival Committee reserves the right to limit the number of food, craft, and game and merchandise concessions. The Cinco de Mayo Committee also reserves the right to adjust the number of activities to meet the logistical needs of the Festival.

Your display tables and booths are to be presentable. **No obscene or questionable materials will be allowed.** The Cinco de Mayo Committee reserves the right to determine what is obscene or questionable. **No Silly String, play swords, play guns or Colored Hair Spray will be allowed.** If you violate this request you will be asked to leave by the Cinco de Mayo Committee.

All sales must be done from assigned booth.

WEATHER: The Cinco de Mayo Festival will be held regardless of the weather. There will be **NO REFUNDS** for poor weather conditions.

REMINDER: No sales are allowed in this area. You may make appointments, get referrals, solicit contacts for future sales, and collect potential clients or customers information, but there are no financial transactions, food, or drinks in the Merchant / Information area.

REMINDER: **YOU MUST HAVE LIABILITY INSURANCE NAMING THE DINUBA CHAMBER OF COMMERCE AS ADDITIONALLY INSURED.** Please provide a certificate of insurance at the time of your application or fill out the form to purchase insurance form the Dinuba Chamber.

PLEASE keep this Rental Agreement Guideline for your reference.

**CINCO DE MAYO FESTIVAL
MAY 4 & 5, 2018**

**DINUBA PROMOTIONAL BOOTHS
MERCHANT WALK**

**SPACE RENTAL APPLICATION
DEADLINE FOR APPLICATIONS – APRIL 20, 2018**

Name of Business _____

Address _____

City _____ State _____ Zip _____

Chamber Member Yes _____ No _____

Brief description of items that will be used, and /or promoted _____

Space Rental:

Chamber of Commerce Members	\$00.00
Event Sponsors.....	\$ _____
Non-Chamber Members	\$100.00
Total	\$ _____

****** NO ELECTRICITY WILL BE PROVIDED ****
**** LIMITED EVENING LIGHT WILL BE PROVIDED ******

Note: These booths are designed to allow storefront merchants and organizations to “promote” their goods and services, not to “sell” product. If the main focus of your participation in Cinco de Mayo Festival is to sell product, then you should rent a space in the Arts and Crafts sales area.

The number of booths will be limited to 20, 10 by 10 foot spaces, on a first come first service basis with priority given to Chamber Members. The remainder of the applicants will be put on a waiting list. I understand that the City of Dinuba, Dinuba Chamber of Commerce, along with the Cinco de Mayo Committee, will not be responsible for any theft, damage of materials, personal property and / or injury that may occur during or in connection with the Cinco de Mayo Festival.

Applicants Signature _____

Request for Certificate of Liability Insurance

Each vendor must provide a Certificate of Liability Insurance naming the Dinuba Chamber of Commerce as Additional Insured to participate in Dinuba Chamber of Commerce events. You can use this form to send to your insurance company for this request or you may call one of the agents attached. *(You may contact any insurance company you prefer, the names attached are provided if you needed a suggestion.)*

Insurance Coverage Needed: General Liability \$1,000,000.00 Coverage
Certificate to name as Additional Insured: Dinuba Chamber of Commerce

Additional Insured: Dinuba Chamber of Commerce
210 North L Street
Dinuba CA 93618

Certificate Holder: _____

Insured: _____

Address: _____

Phone: _____ **Fax:** _____

Vendor Description: _____

Description of Merchandise, Food or Game: _____

Event:

Location:

Dates of Event:

INFORMATION ABOUT VENDOR INSURANCE

ATTENTION: CINCO DE MAYO VENDORS

EFFECTIVE JANUARY 2010 ALL VENDORS MUST PROVIDE A CERTIFICATE OF INSURANCE WITH THEIR VENDOR APPLICATION NAMING THE DINUBA CHAMBER OF COMMERCE AS ADDITIONAL INSURED.

WE HAVE FOUND AN INSURANCE CARRIER, HUB INTERNATIONAL SERVICES, THAT WILL PROVIDE INSURANCE TO ALL OF OUR VENDORS FOR \$50.00 PER VENDOR UNDER AN UMBRELLA POLICY THAT THE CHAMBER WILL PURCHASE.

IF YOU HAVE YOUR OWN INSURANCE PLEASE PROVIDE US WITH A CERTIFICATE OF INSURANCE NAMING THE DINUBA CHAMBER OF COMMERCE AS ADDITIONAL INSURED. WE HAVE PROVIDED A FORM ON THE BACK OF THIS LETTER FOR YOU TO REQUEST THIS CERTIFICATE FROM YOUR INSURANCE PROVIDER IF NEEDED.

IF YOU DON'T HAVE INSURANCE AND WOULD LIKE TO BE INCLUDED IN OUR POLICY ENTER \$50.00 ON THE LINE NEXT TO LIABILITY INSURANCE AND INCLUDE THE ADDITIONAL \$50.00 FEE WITH YOUR APPLICATION. PLEASE FILL OUT THE REQUEST FOR CERTIFICATE OF INSURANCE AND RETURN IT WITH YOUR APPLICATION.

IF YOU HAVE ANY QUESTIONS, YOU MAY CALL SANDY SILLS @ 591-2707
OR EMAIL ssills@dinubachamber.com