



Greater Trinidad Chamber of Commerce P.O Box 356 Trinidad, CA 95570 707.677.1610

## Trinidad Fish Festival Vendor Guidelines/Requirements 2017

Please read before completing your application

Event Date: Sunday, June 18, 2017

Time: 11:00 AM – 5:00 PM

**Booth Set-up:** 7:00AM to 10:30 AM. Festival begins at 11:00AM

**Booth Clean up:**

Merchandise and food not to be sold after 5:00 PM

Clean up: 5:00 PM - 7:30 PM

### Insurance

All vendors, including not-for-profits, are required to submit a Proof of Insurance with a \$1,000,000 minimum liability coverage with their application. If you have an existing policy, please request a certificate of insurance naming the Greater Trinidad Chamber of Commerce as an “Additional Insured”. The certificate must show proof of Comprehensive General Liability of \$1,000,000 aggregate, including products completed operations, personal injury, fire, legal \$50,000 and medical payments of \$1,000.

#### Insurance Rider Information

Additional Insured: Greater Trinidad Chamber of Commerce  
P.O. Box 356, Trinidad, CA 95570  
Trinidad Fish Festival

### BOOTHS

Dimensions:

Booth Space measure 10’ across by 10’ deep (8’x8’ prep space for food vendors) Booth (including chairs, supplies, poles, etc) must fit within these dimensions, with the exception of food vendors. Food vendors are positioned with a limited space directly behind their booth. If a larger space is needed, you may apply for 2 spaces. All vendors provide their own booth structure. Food vendors must have a fully enclosed booth. Safety first!

We are required to have “walkway” space so that visitors can have access to the surrounding merchants. This layout conforms to all fire laws and the ADA requirements.

Decorations:

This is a family-focused event. Thank you for decorating your booth appropriately. No drugs or controversial themes will be allowed. Chamber officials will check decorated booths before opening. Any vendor found in violation of this requirement will be asked to take down their decoration and/or leave the event and will forfeit their booth fee,

### Booth Types

Non-profits: Available for certified not-for-profit organizations

Kid Zone Vendors: Available for vendors in the kids’ zone providing family-friendly activities or entertainment

Information Booth: For organizations that do not provide retail products, but would like to promote their services and participate in the festivities.

Arts and Crafts vendors: For arts and crafts vendors. Products need not be handmade

Food Vendors: For organizations preparing and selling food or beverages.

## Food Booths

All food and beverages booths vendors are required to submit an application for a Temporary Food Facility Permit to the Humboldt County Environmental Health Department. Contact them for your application at 100 H Street, Suite 100 Eureka, CA, Call 707.445.6215 or email [envhealth@co.humboldt.ca.us](mailto:envhealth@co.humboldt.ca.us).

- Your application can take up to two (2) weeks to process – turn it in early
- Applications turned in less than ten (10) week days before the event may have an additional twenty percent (20%) processing fee added
- Display the approved temporary food facility permit along with your business license at your booth the day of the event.

Food and Beverage booths must also adhere to the district's street booth regulations

## CALIFORNIA SELLERS PERMIT

If you will be selling anything that is taxable, you must fill in your California Seller's Permit Number on your application. If you do not have a CA Seller's Permit, apply for one with the State Board of Equalization in one of the following ways:

- Use electronic registration at [www.boe.ca.gov/info/reg.htm](http://www.boe.ca.gov/info/reg.htm)
- Call BOE at 1.800.400.7115
- Apply in person. To find nearest field office at [www.boe.ca.gov/info/phone.htm](http://www.boe.ca.gov/info/phone.htm)

**Allow four (4) weeks to process your California sellers permit application.** According to the BOE office, any food or beverage item requiring preparation are taxable. Additionally, all carbonated beverages are taxable. Prepackaged foods and non-carbonated prepackaged beverages are not taxed.

**Not-for-profits** are required to provide a copy of your IRS letter stating non-profit status.

## WATER AND ELECTRICITY

You will need to bring your own bucket to transport the water available at the school.

## CANCELLATIONS

If you choose to relinquish your space after your application has been processed, twenty percent (20%) of your payment will be retained as a processing fee. No partial refunds will be given after JUNE 7. There will be no refunds for business license fees. The festival takes place rain or shine. **There are no refunds for inclement weather.**