



Products and Services

Food Vendors: Specify

Type: _____

Menu must be included AND PRE-APPROVED

PLEASE REMEMBER IF YOU ARE GOING TO USE A GENERATOR YOU MUST HAVE PRIOR APPROVAL. THIS MUST BE DONE 15 DAYS BEFORE THE EVENT. YOUR CONTACT PERSON : Sara Russ

If you intend to share generators with another booth, please make sure you included that in your application so we know to put you together.

Remember that any County or Fire department issues that are not handled before the start of the Event are cause for expulsion.

Health department permits must be obtained by food vendor. These must be applied for one month before the faire. If not, there are penalties charged by the county.

Booth Space Fee \$ _____

As per size marked above

City Vendor Fee \$ 10.00

Late Fee Add \$25 if postmarked after 6-14-11 Add \$50 if after 7-1-11

TOTAL DUE \$ _____

I have read all **Terms and Conditions** for Event vendors and participants and I agree to comply with them. I understand that failure to do so may result in my expulsion from the Event without refund of my fees and I may be barred from future BBCofC events. *** I understand that booth fees are non-refundable.

*** **Event will be held rain, snow or shine.** ***

I assume any and all responsibility for my booth and all items used to exhibit said items and will in no way hold the Big Bear Chamber of Commerce responsible for theft, damage to, or loss of any items having to do in any way with my booth, booth space, personal belongings, my person in general, or any persons belonging or persons in general manning my booth at any time during all hours before, during, and after the official hours of the Event, or during set-up or take-down.

I hereby authorize the Big Bear Chamber of Commerce to use any and all audio and/or visual recording depicting my voice or person in period character or costume for promotional publication. This authorization includes but is not limited to photographs, audio tapes, video tape, slides and other recordings

I (WE) HAVE READ AND FULLY UNDERSTAND ALL PAGES OF THIS AGREEMENT INCLUDING THE TERMS AND CONDITIONS. I FREELY AND VOLUNTARILY AGREE TO ADHERE TO ALL TERMS AND CONDITIONS CONTAINED IN IT. Booth owners are responsible for informing all individuals on their participant list of the rules and regulations/terms and conditions of this agreement. All booth participants must sign a hold harmless agreement. Please sign and return these pages, including all items listed as required above and with all applicable fees. If your application is not accepted, your fees will be returned.

Vendor Owner Signature: _____ **DATE:** _____

Vendor Owner Signature: _____ **DATE:** _____

Total FEES Payment : _____

Check in the amount of \$ _____ **After 7/1/11, cashier's checks or money orders only.**

Credit Card # _____ ExpDate _____

Cardholder Name _____ 3 Digit Code _____

Cardholder Signature _____ Zip code of card billing _____

Returned check charge \$25 . If check is returned, payment must then be made by cashier's check or money order.

When returning applications please remember to include:

- _ Fully completed application
- _ Items for sale list/Menu
- _ Photos_ Check or Credit Card Number for all Fees
- _ Cleaning Deposit Check **\$100**
- _ **Resale # & a copy of your insurance MUST be included.**

Mail Completed Application To:

Big Bear Chamber of Commerce

P.O. Box 2860

Big Bear Lake, CA 92315

PHONE: 909-866-4607 Ext 286 FAX: 909-866-5412

psscannell@bigbearchamber.com

Participant List – Please print or type

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____



FIRE DEPARTMENT REGULATIONS

1. All applicable codes and ordinances shall apply, including but not limited to, the Uniform Fire Code; California Code of Regulations, Title 19; and those portions of California Code of Regulations, Title 24, adopted by the State Fire Marshal. These will be posted on the web site.
2. All tents & canopies **MUST** be composed of, or treated with **flame retardant** treatments. Proof of this must be made available to the fire inspector at time of set up. (See regulations, article 32 section 3207, for further info)
3. A minimum 36" separation shall be provided between tents/canopies/pavilions.
4. Each vendor shall have a minimum of one 2-A:10-B:C fire extinguisher, mounted in a visible and accessible location and no higher than 5'. Each fire extinguisher shall have a current California State Fire Marshal service tag and not be over 12 years of age.
5. **A Fire Department permit will be required for open fires such as a fire ring, camping stove, candles, etc. Fire Department permits shall be obtained a minimum of seven working days prior to proposed event. For specific information on permit requirements, the applicant may call the Fire Department at 909-866-4878.**
6. Straw/hay used inside canopies/tents/pavilion shall be required to be treated with an approved fire retardant, subject to testing by the Fire Department.
7. **If extension cords/generator are proposed for use an electrical distribution plan shall be submitted to the Fire Department & the City for review and approval a minimum of seven days prior to event. Electrical wiring installation shall be in accordance with the National Electrical Code.**
8. The use of black powder or other pyrotechnic materials will require a Fire Department permit. Requests for a pyrotechnic permit shall be obtained a minimum of seven working days prior to proposed event. For specific information on permit requirements, the applicant may call the Fire Department at 909-866-4878

Signature _____ Date _____

Please print Vendor/Guild name _____

Completing Your Application

General Information – Incomplete applications will not be accepted

Product Information - For the benefit of all vendors and patrons a balance of all goods for sale is necessary. A complete list of items to be sold is required. Anything not included cannot be sold.

Booth Information – Photos for vendors are mandatory. Remember when drawing your booth on the grid to include any ropes, racks, umbrellas, etc. set-up outside of your booth.

Preferred Location & Special Needs –. Placement is by first come first served basis. If you have specific health or product needs please let us know. We will try to accommodate vendor requests as best we can. There will be no space changes once the site layout is finalized.

Fees

- Booth Fees: are determined by booth size. Booth fees are all inclusive – no additional percentage charges.
- When you have drawn an accurate plan of your space, count the squares and use the box to the right to calculate your fees. You will not be allowed any displays, hay bales, or other items outside your booth perimeter unless you have counted that additional space in figuring your booth fee. If you want additional space for a walk around booth, it cannot be guaranteed if you didn't include that space in your calculations..
- Returned Check: charge is \$25 & the original fees by money order or cashier's check must be received within 2 weeks of notice to retain your site.
- Fees may be paid by money order, cashier's check or credit card. Do NOT send cash.
- Cleaning Deposit Checks: A separate check for your cleaning deposit must be included for \$100.00. Checks will be shredded if your area is left clean.

Terms and Conditions - Please read all pages of the packet including the Terms and Conditions page before signing as vendor.

State Resale Permits and Health Certificates must be displayed in your booth. County and Fair officials will be checking.

Terms and Conditions — General Rules



1. All booths must maintain their own personal insurance for fire, property damage, and personal liability, inventory and equipment, Big Bear Chamber of Commerce assumes no responsibility. Copies of your insurance must be sent with your application.
2. All booths must have a working fire extinguisher. 2-A:10-B:C IS THE **MANDATORY** SIZE REQUIRED. See addendum
3. Food Vendors must have all appropriate Health Certificates. **THERE IS NO WATER OR ELECTRICITY ON SITE. PLEASE BE PREPARED.**
4. Vehicles will not be allowed to remain over night on the Event site. Cars left on site are subject to towing at the owners expense.
5. Parking is allowed only in designated parking areas.
6. Minors under 21 years of age are prohibited from consuming, handling, or purchasing alcoholic beverages.
7. Under no circumstance are controlled substances allowed on site. Anyone with these substances in their possession on event site is subject to immediate expulsion and/or arrest.
8. Drunkenness or unruly behavior will result in immediate expulsion from the Event site – **NO EXCEPTIONS!**
9. No animals on the Event site. Service animals are the exception but only with prior approval.
10. Basic security will be provided during the event, but the Big Bear Chamber of Commerce and its officers or agents are not responsible for any lost or stolen items.
11. Please keep your area neat and cleaned or you will be charged a cleaning fee.
12. Participants consent to the use of their names, pictures, images, recorded voice or music, and those of employees and agents by the Event, its assignments and licenses in connection with the event, and without inspection for such purposes and commercial or promotional usages.
13. The Big Bear Chamber of Commerce shall not be held liable for any losses or damage caused by power or equipment failure, or acts of nature.
14. If for reasons beyond the control of the Big Bear Chamber of Commerce, the Event must be canceled or the date is changed, the Big Bear Chamber of Commerce is not liable for any costs.
15. All facilities, materials, supplies and equipment used by the participants that belong to the Big Bear Chamber of Commerce or its agents must be left in a clean, safe, orderly condition upon completion of the event. Failure to do so will result in a maintenance fee of \$50.00 per hour. Participants will be required to reimburse the operators for any and all repairs/damages to any facilities which occurs during the event, and are caused by the direct action of any booth operator/owner and/or their agents. The participants are to notify the Big Bear Chamber of Commerce if there is a problem with the facility or equipment prior to use.
16. The booth operators/owners agree to comply with all State, County and Local Ordinance and/or regulations.
17. Use of the Big Bear Chamber of Commerce logo. Participant understands and agrees that the “Big Bear Chili Cook-off” and logos thereof, are the service marks and trademarks of the Big Bear Chamber of Commerce, and such marks may not be used without express written authorization of the Big Bear Chamber of Commerce.

Causes for Expulsion

Big Bear Chamber of Commerce management and security have final say in these matters. If expelled the booth must be closed immediately and removed after the event has closed.

1. Anyone who is obviously drunk or under the influence of drugs.
2. Anyone handling or brandishing a weapon in a manner deemed dangerous by the Big Bear Chamber of Commerce management or security.
4. Anyone selling, distributing or wearing illegal goods or drug related items or items that imply drug use. This is a zero tolerance policy.
5. According to the weapon laws, any vendor selling weapons to minors.
6. Anyone passing the hat without the appropriate license.
7. Anyone stealing.
8. Anyone behaving improperly with a minor.
9. Anyone not complying with any booth or costuming criteria.
10. Anyone arguing with the management or security.

Adults responsible for minors will be expelled with any minor in violation of the rules.



Booth & Display Criteria

We encourage all vendors to decorate their booth to their chosen theme.

Location

- Participants agree that once booth space is assigned by the Big Bear Chamber of Commerce. NO changes are permitted.

Booth exteriors: We encourage you to theme your booth/area.

- Shade covering is recommended. We are closer to the sun with clear air and it is easy to sun burn.
- Sidewalls are not required, however back walls are encouraged to mask backstage areas

Displays and Signage:

- Pegboard displays – pictures of all pegboards are required and must be pre-approved. Photos are mandatory.
- All freestanding racks, umbrellas, shelves, and displays outside the booth must be included on the booth perimeter plan or be subject to removal

Storage

- Backstage storage space is not guaranteed. If it is not included in your booth perimeter plan, all cartons, containers, ice chests, and other paraphernalia may need to be stored in your booth and properly covered.

Costuming Criteria

We encourage all vendors to dress and to decorate their booth to their chosen theme.

Event Set-up and Break-down

- Event hours are 10:00 am to 6:00 pm Saturday. All booths must remain open during these hours,
- Digging holes or tying things to trees must be pre-approved by the Big Bear Chamber of Commerce and is not encouraged.
- No open flame. (Food vendors please talk to vendor coordinator)
- Set-up is Friday July 15, Noon– 5pm or 7:30 am to 9:30 am, Saturday, July 16, 2011 **NO EXCEPTIONS**
- Vehicles will be allowed on site during the above listed set-up hours. **Vehicles still on-site after 9:30 am on Saturday, July 16, 2011 are subject to towing and expulsion at the owner's expense.**
- Break-down is from 8:00 pm on Saturday, July 16, 2010 until 7:00 pm.
- Vehicles will be allowed on site during the above listed break-down hours.
- The Big Bear Chamber of Commerce **reserves the right to delay vehicle access if additional time is required to remove patrons.**
- After breakdown all of your booth area must be cleared of all trash, litter and debris.
- Dumpsters will be provided. **Do not use the small trash receptacles set up for patrons use.** That will result in the loss of your cleaning deposit.
- Provided your sites are clean, your cleaning deposit will be shredded at the end of event. **No deposits will be refunded on site.**