

# WILLITS FRONTIER DAYS

Official Entry Form

## VENDORS

Event: July 3 and 4

Submit your applications early! Late fees apply after June 12  
Kinzie Barlow: 707-972-3108

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### BUSINESS / ORGANIZATION NAME:

BUSINESS PHONE:

ADDRESS:

BUSINESS FAX:

CITY/STATE/ZIP:

CONTACT PERSON:

EMAIL:

CONTACT'S CELL DURING EVENT:

CA RESALE LICENCE #:

BUSINESS LIC#:

### THIS APPLICATION IS FOR: *(Check only one - see definitions on page 3)*

FOOD    MERCHANDISE    INFORMATION    CRAFTS    WILLITS CRAFTS

### LIST ALL ITEMS BELOW THAT YOU WISH TO SELL OR EXHIBIT:

*(Craft and Merchandise vendors must submit photos of items to be sold; photos will not be returned)*

*I have read the materials in this application including the: Vendor Definitions, Vendor Terms & Conditions, and the Load-In/Load-Out Instructions, and agree to comply with the conditions set forth and agree to hold harmless the Willits Frontier Days and any other organizations or persons involved, from any losses or damage incurred as a result of participation in the Willits Frontier Days events or activities.*

BUSINESS NAME: \_\_\_\_\_

SIGN NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

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### BOOTH SPECIFICATIONS & FEES

Vendors are required to supply their own generators, tents, tables, and chairs

SPACE RESERVATION	TOTALS
<b>FOOD VENDOR</b>	
Number of 10 x 10 spaces _____ x \$275	\$ _____
<b>MERCHANDISE VENDOR</b>	
Number of 10 x 10 spaces _____ x \$140	\$ _____
<b>CRAFT VENDOR</b>	
Number of 10 x 10 spaces _____ x \$100	\$ _____
<b>WILLITS CRAFT VENDOR</b>	
Number of 10 x 10 spaces _____ x \$75	\$ _____
<b>INFORMATIONAL VENDOR</b>	
Number of 10 x 10 spaces _____ x \$75	\$ _____
<b>NON-PROFIT ORGANIZATION</b>	
Receives 50% off on spaces _____ - 50%	\$ _____
<b>CERTIFICATE OF LIABILITY INSURANCE</b>	
Provided by Willits Frontier Days \$65	\$ _____
Certificate of Liability Insurance Provided by Vendor	
<b>LATE APPLICATION FEE</b> \$25	
(applications submitted between June 12 – June 19)	\$ _____
<b>TOTAL BOOTH FEES</b>	\$ _____

If vendors are between sizes, you need to mark the next size up!

**ELECTRICAL SERVICE: ALL VENDORS NEED TO BRING THEIR OWN GENERATORS!**

Payment may be made in Cash, Personal Check, Money Order, Cashier's Check. Checks are to be made payable to "Willits Frontier Days" - **personal checks will not be accepted as payment after June 12 of this year**

#### OFFICE USE ONLY

Date application received: \_\_\_\_\_ Fees processed: \_\_\_\_\_ Insurance processed: \_\_\_\_\_

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### VENDOR TERMS AND CONDITIONS:

1. For the purpose of this application's terms and conditions all Food, Merchandise, Informational, Craft, or Activity exhibitors shall be referred to as "Vendor".
2. The Vendor agrees to utilize the space assigned and no others, unless otherwise specified in writing 30 days prior to the Willits Frontier Days event.
3. **Non-food Vendors** agree to provide: tent, table, chairs, waste receptacles and display devices. Food vendors must provide: tent, table, chairs, interior and exterior waste receptacles and hand-washing stations.
4. Sponsor agrees to provide large waste dumpsters at various event locations. Vendors agree to dump waste in the provided dumpsters at the end of each day of the event. Food vendors must take grease or similar by-products with them.
5. The Vendor agrees to maintain cleanliness of their booth and surrounding area throughout the hours of the event, to perform a thorough clean-up at the end of each day and remove all waste at the completion of the event on the final day.
6. The Vendor agrees to keep booth open and staffed during the specified times of the event and staff their booth at all times while the event is open to the public.
7. Cancellation of contract between Vendor and Sponsor before June 3rd shall result in a return of booth fees to Vendor, minus a 20% administrative fee. Cancellation request must be received in writing by June 3rd.
8. Cancellation of contract prior to June 15 shall result in a return of booth fees to vendor, minus a 50% cancellation fee. Cancellation request must be received in writing by June 15. There will be no refund of booth fees after June 15 or if vendor fails to appear or departs prior to the completion of the show.
9. Sponsor agrees to provide adequate event promotion, but shall not guarantee a minimum attendance, nor shall guarantee minimum sales activity to Vendor.
10. Vendor shall assume risk of weather or other causes beyond the control of the Sponsor, which may affect event attendance in any way. Sponsor *may* make such provision for alternate locations, but does not guarantee such alternatives will be made available.
11. Sponsor shall furnish ample security during specified times for the event in general. Vendor is solely responsible for any damage or losses of product incurred as a result of participation in Willits Frontier Days events and activities.
12. The Vendor and the organization he/she represents ("applicant") shall fully indemnify, defend and hold harmless the Willits Frontier Days (WFD) and its officers, employees and agents (collectively, the "WFD") against any expense or liability in connection with a claim for damages against the WFD ("claim") which arises out of applicant's use of a booth at a the Willits Frontier Days Event. Applicant will pay all costs incurred by Willits Frontier Days or required to defend WFD against any claim, including, but not limited to, court-related fees, litigation expenses, and the fees of attorneys, experts, expert witnesses and consultants. Applicant will pay the full amount of any settlement of a claim by the WFD or judgment against the WFD resulting from a claim.
13. **Vendor acknowledges that liability insurance coverage for this event insures the Willits Frontier Days only. If Vendor desires their own insurance, all costs of such coverage shall be incurred by the Vendor.**
14. Written verification of a valid seller's permit must be provided by vendor at time of application. Applications will not be accepted without proof of a valid seller's permit. For more information on obtaining a one-day seller's permit call the State Board of Equalization at 707 576-2100.
15. The Willits Frontier Days has procedures and policies for conducting business within the City limits. All sellers must have a valid sellers permit and/or business license as applicable.
16. Vendor agrees to refrain from smoking in event area and will only smoke at least one block away from event.
17. Willits Frontier Days reserve the right to expel any vendor with or without cause and Vendor will then forfeit their fee.
18. Vendor will NOT display any products or materials with profanity, or adult content; remember this event is for children.

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### VENDOR DEFINITIONS:

#### FOOD VENDOR

Food vendors provide a variety of menu options. Vendor must hold County certificate for food handling and meet all requirements for protection/storage of food items along with hand washing station

#### MERCHANDISE VENDOR

Vendors in this category must have tangible retail products for purchase or non-political information to promote. Photos of all items to be sold or on display are required with application. While we try to prevent duplication of vendors, the Willits Frontier Days reserves the right to admit duplicate businesses/vendors based on the event needs and size.

#### CRAFT VENDOR

Craft Booth sales are limited to hand-

crafted original work items. Photos of all items to be sold are required with application. Craft vendor applications will be juried. Acceptance is based upon artistic standards and interpretation of photos.

#### WILLITS CRAFT VENDOR

Willits Craft Booth sales are limited to hand-crafted original work items by Willits residents. Photos of all items to be sold are required with application. Craft vendor applications will be juried. Acceptance is based upon artistic standards and interpretation of photos.

#### INFORMATION VENDOR

Information Vendors is non-political information to promote. While we try to prevent duplication of vendors, the Willits

Frontier Days reserves the right to admit duplicate businesses/vendors based on the event needs and size.

#### NON-PROFIT ORGANIZATION

Non-Profit will receive a 50% off on spaces. Non-Profit food vendors are still required to pay 20% of sells

#### CERTIFICATE OF LIABILITY INSURANCE

All vendors must provide the Willits Frontier Days with a Certificate of Insurance naming the Willits Frontier Days as additionally insured in the amount of \$1,000,000 (one million dollars) or purchase coverage from the Willits Frontier Days.

Completed applications and payment must be received by June 12 of this year.

Late fees will apply after June 15.

No Application will be accepted after June 30.

#### Completed entries can be:

##### Snail Mailed to:

Willits Frontier Days  
PO BOX 800, Willits, CA 95490

##### Downloaded from:

[www.willitsfrontierdays.com/events](http://www.willitsfrontierdays.com/events)  
and then snail mailed in

#### No Phone Entries

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### VENDOR CHECKLIST AND FINAL ITEMS:

Make sure your application is complete and includes the following items:

Completed application (page 1 & 2)

Sign and date your application

Include all required fees

Certificate of Insurance

Copy of Seller's permit

Photo of all items to be sold

### NOTES:

### LOAD-IN AND LOAD-OUT:

#### Food Vendor Set up & Load-In

- ◆ Set up will be on July 3 from **8 am to 4 pm**. All vehicles must be off the grounds by **5 pm on July 3 and by 2 pm on July 4**.
- ◆ Setting up the night before on July 2 is recommended
- ◆ Spaces are assigned. A Willits Frontier Days representatives will be available at 10 am to direct you.
- ◆ Reminder – there is LIMITED electricity available, so please bring your own generators.

#### Vendors Set up & Load-In

- ◆ Set up will begin **July 4 at 10 am**; all vehicles must be off the ground by **5 pm on July 3 and by 2 pm on July 4**.
- ◆ Spaces are assigned. A Willits Frontier Days representatives will be available at 10 am to direct you.
- ◆ In order to make setup as easy as possible, you will be asked to unload and park your vehicle prior to the actual setup of your booth. The fewer vehicles in the grounds, the easier it will be for all of the vendors. Parking is limited on the grounds so you will be asked to park outside the grounds.

#### End of the Event: Breakdown & Load-Out

- ◆ Vendors are expected to remain for the entire event. Those who elect to leave early will be removed from future event opportunities.
- ◆ Clean up and tear down begin one hour after the rodeo has ended.