



LIVINGSTON
4TH OF JULY FESTIVAL &
FIREWORKS SHOW
 P.O. BOX 611 Livingston, CA 95334
VENDOR BOOTH APPLICATION
July 2 – 4, 2016

Name of Organization: _____

If Non-Profit please list Tax ID #: _____

Contact Person/Representative: _____

Mailing Address: _____

Cell Phone: _____ Email: _____

Please list *all* products that will be offered for sale at your booth*: _____

****Items listed are "proposed only" until accepted/confirmed by Livingston 4th of July Committee****

ALL VENDORS MUST SUBMIT A \$100 REFUNDABLE DEPOSIT IN ADDITION TO THE BOOTH FEE

Booth Type: Business/Political **\$175** Food/Drinks* **\$900** Food Truck **\$950** One (1) Day (Non-Food Vendors only) **\$450**

Non Profit Information Only **FREE** Non Profit- Non-Food Vendors **\$75**

If generator will be used: Only whisper quiet generators 5 years or newer will be allowed and must be pre-approved!!!

Electrical power needs shall be provided by the Vendor. Generators shall be muffled so that there is no noise nuisance outside the Vendor's sales area. All electrical wires and fixtures shall be appropriately grounded and protected from wear, scuffing and accidental contact. The power systems shall comply with the City's Electrical codes.

Booth space is 10 ft. x 10 ft. Additional fees are required for double spaces.

Application due date: Food Booths June 3, 2016. All others June 10, 2016

There will be a \$100 additional fee for applications received after due date

- ✓ **Set up time:** Saturday, July 2, 2016 7am – 9am **Festival Time:** 10am - 12am
- ✓ **Set up time:** Sunday, July 3, 2016 11am – 1pm **Festival Time:** 3pm -12 am
- ✓ **Set up time:** Monday, July 4, 2016 11am - 1pm **Festival Time:** 3pm - 11pm

****Vehicles driving in park during festival times will be strictly enforced and may be ticketed by Livingston Police****

IMPORTANT

FOOD VENDOR DEADLINE: JUNE 03, 2016 5PM

NO EXCEPTIONS

This is to Comply with Merced County Health Department. Vendors must have Committee approval prior to getting health permit.

Deposits will be mailed back after August 1, 2016

Deposit: **\$100** Booth Type Amount: _____ Check Total: _____

****Please make Cashier's Check or Money Orders (NO Personal Checks) to: "Livingston 4th of July Committee"**

Drop off or mail complete application, payment, and health permit (if applicable) at Livingston City Hall:

1416 C St, Livingston, CA 95334.

We will not accept incomplete Applications; make sure to bring everything together INCLUDING FEES!!!

ABSOLUTELY NO REFUNDS IF VENDOR CANCELS. WE HAVE THE RIGHT TO REFUSE ANY VENDOR!

For any other questions, call City of Livingston Recreation at: 209-394-8830. For Spanish call Brenda Rios at:(209) 850-5550 *

Signature: _____ Date: _____

OFFICIAL USE ONLY

Date Received: _____ By: _____ Approved Declined Reason: _____

Payment Enclosed: yes no Deposit Enclosed: yes no Insurance Enclosed: yes no

Was booth kept clean During & After the Event: yes no Will Deposit be refunded: yes no

VENDOR TERMS AND GUIDELINES
July 2-4, 2016

In order to be considered as a vendor, you must agree and follow these terms and guidelines:

1. All booths are required to fly a US flag minimum size 3X 5 and are encouraged to be decorated in Red, White, and Blue for **opportunity to win \$100!** Booth decorated in best red white and blue theme will win \$100.
2. SALES OF ALCOHOLIC DRINKS AND BOTTLED WATER WILL BE SOLD EXCLUSIVELY BY THE 4TH OF JULY COMMITTEE. If you are found selling these items your booth will be closed for the rest of the festival! Money will not be refunded.
3. **NO ENERGY DRINKS TO BE SOLD (this include Red Bull, Rockstar, Monster, NOS, etc.) 515Fifty will be exclusive ENERGY DRINK.**
4. **NO PETS or ICE CHESTS** WILL BE ALLOWED IN PARK. VENDOR ICE CHEST WILL BE SUBJECT TO INSPECTIONS. Periodic inspections of booths and ice chests may be done by COMMITTEE.
5. Items which use our guests as entertainment will not be allowed. **These items include, but are not limited to, silly string, airsoft guns, disappearing ink, poppers and smokeless tobacco.**
6. **Vendor Booth lights must be turned off during Fridays Fireworks show. (No Refund if lights stay on)!**
7. Booths are assigned and accepted according to guidelines set forth by the Livingston 4th of July Committee. **The Livingston 4th of July Committee reserves the right to refuse vendor applications.**
8. Festival policy includes making an effort to reduce similar items, merchandise, or food products offered for sale by vendors. Booth space will be accepted on a “first come, first serve” basis. We reserve the right to refuse any vendor.
9. **Application/contract, application fees, health department forms (food vendors only), proof of general liability insurance, and a self-addressed stamped envelope (for pre-festival setup) are due** no later than June 3, 2016.
10. Vendors are required to provide Livingston 4th of July Committee, with proof of General Liability Coverage with combined single limits, with an endorsement naming Livingston 4th of July Committee and City of Livingston as additionally insured. Minimum limits of liability are \$1,000,000. Applications will not be approved without the satisfaction of this requirement.
11. The consumption of or use of any drugs or alcohol by vendors will not be permitted during vendor business hours. All vendors must conduct themselves in a professional manner. Any vendors not complying with the Rules/Regulations of Livingston 4th of July Committee, and the laws/ordinances of The City of Livingston will be closed down AND ALL **FEES WILL BE FORFEITED INCLUDING DEPOSIT. Vehicles driving in park during festival times will be strictly enforced and may be ticketed by Livingston Police!**
12. Electrical hook-ups **will NOT be available.** Refrigeration units will not be available. **Whisper quiet generators are permitted,** and must be indicated on the application and approved by the Livingston 4th of July Committee.
13. Bring your own canopies, tables, chairs, extension cords, etc. They will NOT be provided for you. All tents/easy-ups **must** be anchored with sandbags (or similar weighted items) in anticipation of wind.
14. The area around each vendor’s booth must be left in good condition *during and following* the event. All vendors must keep and leave your booth and surrounding area clean. **You MUST provide a trash container inside and outside your booth; trash must be taken to dumpster nightly.**
15. Booths dispensing paper products (i.e. napkins, promotional flyers) are responsible for litter control. The disposal of liquid by products (**i.e. grease, cooking oil**) within the Livingston is **prohibited.**
16. **Booth set up must occur as follows: Saturday, July 2, 2016 - 7am – 9am, Sunday and Monday, July 3-4, 2016 11am – 1pm.** All vehicles must vacate festival areas immediately after set up. **NO VEHICLES WILL BE ALLOWED IN THE PARK DURING THE FESTIVAL HOURS. NO EXCEPTIONS!!!** Vendor booths not set up on these date and times will not be able to participate in the event. **Fees paid will be forfeited.**
17. **Food Vendors/Food Trucks** applications must include a MENU of all items you would like to sell. Once you menu is approved, you are **not permitted to add any food items** to your offering. **Adding other items to your MENU will result in being asked to shut down and forfeit all fees and deposits!**
18. **Food Vendors/Food Trucks** must complete and submit the **“Merced County Food Vendors Permit Application”** along with the Livingston 4th of July Committee application and payment (including deposit). Booths with year round permits must still fill out Merced County Health Permit and fill in their number. **We will not accept incomplete applications!!!**

VENDOR TERMS AND GUIDELINES CONT.
July 2 - 4, 2016

19. **Food Vendors/Food Trucks** should be in compliance with Merced County Health Department requirements (i.e. proper hand washing and utensil cleaning areas, appropriate food storage and handling) and be prepared for an inspection.
20. **Food Vendors/Food Trucks** MUST have plastic sheeting or a tarp under all equipment and/or areas that have the potential for spills.
21. **Food Vendors/Food Trucks** who are cooking on-site MUST have fire extinguishers on hand.
22. **Food Vendors/Food Trucks** must provide a **minimum** of one table with chairs in front of booth for clients to sit. **MUST provide a trash container inside and outside your booth; trash must be taken to dumpster nightly.** All vendors must keep and leave your booth tables and surrounding area clean.
23. The Merced County Health Department will be inspecting all **Food Vendor/Food Trucks** booths on Saturday.
24. Booths may be left overnight both Saturday and Monday nights. Security will be provided. Livingston 4th of July Committee reserves the right to remain harmless and without blame in the event of damage or stolen property.
25. Food Applications and health permits must be submitted by **June 03, 2016** and Merchandise and Informational Booths must be submitted **by June 10, 2016**. *There will be a \$100 fee for applications received after due date. **Health Permit and Booth Applications may be picked up at City Hall 1416 C ST, Livingston M-F, 8am -5pm or printed form our website. (See Below)**
26. **Fees are as follows:** Food Booths **\$900**. Food Trucks **\$950**. Merchandise and Political Booths **\$175**. Non-profit informational only booths **FREE** with proof of non- Profit status and Non Profit- Non-Food Vendors **\$75**. Booth spaces are 10' x 10'. Additional fees are required for double spaces.
27. Livingston 4th of July Committee will only accept: **Cashier Checks, Money Orders and Cash (NO Personal Checks)**. Applications will be deemed incomplete if this requirement is not met. If a vendor is not accepted, fees will be returned to the vendor.
28. **Completed vendor applications** can be dropped off or mailed to Livingston City Hall 1416 C St, Livingston, CA 95334. A completed application includes: 4 of July event vendor application, health permit application and fees (if applicable), **NO exceptions!!!**
29. THREE (3) DAY VENDORS MUST BE PRESENT ON SATURDAY, SUNDAY, and MONDAY AND MUST BE OPEN DURING FESTIVAL HOURS.
30. **Not following terms and guidelines or adding other items to your LISTS (Non Food Vendors) or MENU (Food-Vendors) will result in being asked to shut down and forfeit all fees and deposits!**

For any questions please call City of Livingston Recreation at 209-394-8830 or Brenda at 209-850-5550

IMPORTANT – PLEASE READ BEFORE SIGNING

The applicant is an authorized agent of the group submitting this application. The applicant (and/or his/her) organization making this application understand and agree to terms and guidelines and understand that booth may be asked to shut down if terms and guidelines are not followed. The applicant (and/or his/her) organization making this application understand and agree to assume all risk for loss, damage, liability injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the City of Livingston. The applicant further agrees that in consideration of being permitted to have a booth at said event and facility, HE/SHE AND THE GROUP/ORGANIZATION WILL DEFEND, INDEMNIFY AND HOLD THE CITY OF LIVINGSTON, THEIR AGENTS AND EMPLOYEES, AND THE LIVINGSTON 4TH OF JULY COMMITTEE HARMLESS FROM ANY LOSS, CLAIMS AND LIABILITY OR DAMAGES AND/OR INJURIES TO PERSONS AND PROPERTY that in anyway may be caused by the applicant's use or occupancy of the Memorial Park Facility for the Celebration Day in the Park. **ABSOLUTELY NO REFUNDS!**

I/We, the undersigned, have read the above statement and guidelines and agree to comply with the terms of this agreement.

Signature: _____

Date: _____