



September 3rd & 4th, 2011 Vendor Application

Date: _____

Business Name: _____

Business Address: _____

Contact Person: _____

Phone: _____ Cell: _____

Fax: _____ Email/Url: _____

Current California Seller's Permit Number: _____

Current California Sales Tax I.D. Number: _____

Booth Type: ___ Business \$275.00 ___ Non-profit \$200.00

 ___ Food / Drinks (including coffee, soda, lemonade, snow cones) \$375.00

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

If auxiliary unit or generator will be used please indicate dimensions:

Auxiliary unit: ___ ft/wide x ___ ft/deep

Generator: ___ ft/wide x ___ ft/deep (Please only whisper quiet generators.)

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

* Items listed are "proposed only" until accepted/confirmed by Color The Skies.

IMPORTANT DATES

Application due date: August 1, 2011

Set up date & time: Friday, September 2, 2011 8 am - 6 pm

Event date & time: Saturday, September 3, 2011 6:00 am - 1 pm

Sunday, September 4, 2011 6:00 am - 1 pm

Vendor Guidelines/Contract 2011

1. Booths are assigned and accepted according to guidelines set forth by Color The Skies, Inc. Color The Skies reserves the right to refuse vendor applications.
2. Festival policy includes making an effort to not duplicate merchandise/food products offered for sale at booths. Booth space will be accepted on a “first come, first serve” basis.
3. Application/contract, application fees, photos of booth/merchandise, health department forms (food vendors only), proof of general liability insurance, and a self addressed stamped envelope (for acceptance confirmation) are due no later than August 1, 2011.
4. Vendors are required to submit 2 photos along with the application - one photo of merchandise, one showing booth signage and configuration.
5. Vendors are required to provide Color The Skies, Inc. with proof of General Liability Coverage with combined single limits, with an endorsement naming Color The Skies, Inc. as additionally insured. Minimum limits of liability are \$1,000,000. Applications will not be approved without the satisfaction of this requirement.
6. Vendors will only be allowed to sell the items listed on their vendor application unless an amended list has been submitted and approved prior to the festival.
7. Each vendor is responsible for paying sales tax on items sold.
8. The consumption of or use of any drugs or alcohol by vendors will not be permitted during vendor business hours.
9. All vendors must conduct themselves in a professional manner. Any vendors not complying with the Rules/Regulations of Color The Skies, Inc. and the laws/ordinances of The City of Ripon will be closed down.
10. Absolutely no cars/trucks/trailers will be allowed on the grass park areas.
11. Electrical hook-ups *will not* be available. Refrigeration units will not be available.
12. Whisper quiet generators are permitted, and must be indicated on the application.
13. Vendor area is on cobblestone. All tents/easy-ups *must* be anchored with sandbags (or similar weighted items) in anticipation of wind. Vendors will be required to bring a minimum of four (4) sandbags.
14. The area around each vendor’s booth must be left in good condition *during and following* the event. Booths dispensing paper products (i.e. napkins, promotional flyers) are responsible for litter control. The disposal of liquid byproducts (i.e. grease, cooking oil) within the City of Ripon is prohibited.
15. Booth set up must occur on Friday, September 2, 2011 between the hours of 8:00 a.m. - 6:00 p.m. Booths not set up on this date and time will not be able to participate in the event. Fees paid will be forfeited.
16. Drive-up access to your vendor space will be available on Friday only. *Unless special arrangements are made prior to the event with the vendor coordinator*, items brought in on Saturday and Sunday will have to be hand carried and/or hand carted by vendor from the “Vendor Parking” area.
17. Parking for Saturday and Sunday is available in the “Vendor Parking” area at the base of the water tower. To access vendor parking from Jack Tone Road, turn right on E. River Road, take the second left at Fulton Avenue (at the blue gazebo) and follow to the water tower. For map to Mistlin Sports Park visit www.colortheskie.com. Vendors must be parked in this area by 5:45 am - the area will not be accessible to traffic after that time. Please allow enough extra time for parking on event days so your booth can be opened by 6:00 am.

18. Booths must open by 6:00 am on Saturday and Sunday morning. Booths *must* remain open on both days until 1:00 pm. VENDORS MUST BE PRESENT ON BOTH SATURDAY AND SUNDAY, AND MUST BE OPEN DURING FESTIVAL HOURS.
19. **Food Vendors** must complete and submit the “San Joaquin County Food Vendors Permit Application” along with the Color The Skies application.
20. **Food Vendors** should be in compliance with Health Department requirements (i.e. proper hand washing and utensil cleaning areas, appropriate food storage and handling) and be prepared for an inspection.
21. **Food Vendors** MUST have plastic sheeting or a tarp under all equipment and/or areas that have the potential for spills.
22. **Food Vendors** who are cooking on-site MUST have fire extinguishers on hand.
23. The Ripon Fire Department will be inspecting all **Food Vendor** booths on Friday or Saturday.
24. Booths may be left overnight both Friday and Saturday nights. Security will be provided. Color The Skies reserves the right to remain harmless and without blame in the event of damage or stolen property.
25. Color The Skies, Inc. will only accept: Cashier Checks, Money Orders or *approved* business 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.
26. No Refunds will be granted once the application is *accepted*. Event is “rain or shine.”

Color The Skies Vendor Instructions
Set up is Friday, September 2nd, 8am – 6pm
Booths MUST be set up on Friday.

Set up will not be allowed on Saturday or Sunday.

Booth space will be forfeited and no refunds will be given if not set up on Friday.

1. Please check in with the vendor coordinator upon arrival Friday to get your space assignment. Look for "Vendor Check-In" signs upon arrival.
2. Drive-up access to your vendor space will be available on **Friday only**. *Unless special arrangements are made prior to the event with the vendor coordinator, items brought in on Saturday and Sunday will have to be hand carried and/or hand carted by vendor from the "Vendor Parking" area.*
3. **Parking** for Saturday and Sunday is available in the "Vendor Parking" area at the base of the water tower. A "Vendor Parking Pass" will be provided at check-in on Friday. To access vendor parking from Jack Tone Road, turn east on E. River Road, take the second left at Fulton Ave. and park in "Vendor Parking" area. For map to Mistlin Sports Park, visit www.colortheskie.com. **Vendors must be parked in this area by 5:45 am Saturday & Sunday - the area will not be accessible to traffic after that time.** Traffic will be heavy on Saturday & Sunday mornings, so please allow enough extra time for parking on event days so your booth can be opened by 6:00 am.
4. Booths must open by 6:00 am on Saturday and Sunday morning. Booths must remain open on both days until 1:00 pm.
5. The area around each booth's space must be left in good condition.
6. Vendor area is on cobblestone. **All tents/easy-ups** must be anchored with sandbags (or similar weighted items) in anticipation of wind.
7. **Food Vendors** MUST have plastic sheeting or a tarp under all equipment and/or areas that have the potential for spills.
8. **Food Vendors** must be in compliance with Health Department requirements (i.e. proper hand washing and utensil cleaning areas, appropriate food storage and handling) and be prepared for an inspection.
9. **Food Vendors** who are cooking on-site MUST have fire extinguishers on hand.
10. **Food Vendors** will be able to purchase ice on site during the event.
11. The Ripon Fire Department will be inspecting all **Food Vendor** booths on Friday or Saturday.
12. Electrical hook-ups are not available. Quiet generators are acceptable.
For additional rules/regulations, please refer to your vendor application.

I have read, understand and agree with the terms of this application/contract.

Signature of Authorized Representative

Title

Date

Application Checklist:

Business & Non-profit Vendors:

- Signed Application/Contract
- Proof of general liability coverage
- 2 photographs - merchandise, booth
- Self addressed stamped envelope
- Cashier's check, money order, approved business check

Food Vendors:

- Signed Application/Contract
- Proof of general liability coverage
- 2 photographs - merchandise, booth
- Self addressed stamped envelope
- San Joaquin Food Vendors Permit Application
- Cashier's check, money order, approved business check

Please keep a copy of the completed application and guidelines for your records.

Submit application, all required paperwork, and application fees to:

Color The Skies
P.O. Box 1135
Ripon, CA 95366