

# Irish Congress of Southern California

## Annual St. Patrick's Day Parade and Festival

### NON-FOOD Vendor Application – DEADLINE FEB. 20, 2017

**Saturday, March 11, 2017, Balboa Park, 9:00 a.m. to 6:00 p.m.**

The St. Patrick's Day Parade and Irish Festival is an annual event presented by the Irish Congress of Southern California (ICSC) and located in Balboa Park. The parade has permits for 30,000 people and will provide everyone with a fun-filled day.

#### APPLICANT INFORMATION:

Name: \_\_\_\_\_

Doing Business as: \_\_\_\_\_

Applicant is:  Sole Proprietor  Corporation  Partnership  Joint Venture

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Product Sold/Handled/Displayed: (Please be thorough)

\_\_\_\_\_  
\_\_\_\_\_

**TO PROTECT ALL VENDORS, WE RESERVE THE RIGHT TO REMOVE ANY VENDOR WHO DOES NOT DECLARE ALL PRODUCTS SOLD AND APPROVED BY THE ICSC. Booths cannot be shared by more than one entity.**

Non-Food Booth \$175 for 10x10

Non-Profit/Public Service \$25 for 10x10

Non-Food Booth \$250 for 10x20

Corporate Vendor \$1,000 for 10x10

**If selecting more than one booth, please indicate if spaces are together or separate.**

**IMPORTANT You must read and sign this release of liability for the application to be valid:**

I/We hereby release (1) the Irish Congress of Southern California, Inc., its Board of Directors, members, volunteers and representatives; (2) The City of San Diego, and its respective elected officials, employees, agents and representatives; and (3) agents and employees of Balboa Park from any and all liabilities whatsoever for personal injury, property damage or loss, specifically including, without limitation, injury or damage to booth contents, merchandise, employees, contractors, guests, customers, invitees, and any other third party, resulting in participation at this event. I/We further agree to abide by the Rules and Regulations governing participation in this event as explained in the information accompanying this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ ,

#### APPLICATIONS MUST BE RETURNED BY MAIL WITH THE FOLLOWING:

1) Copy of resale/seller's permit

2) Certificate of Insurance

3) Full payment – check or money order payable to "ICSC" and send to Vendor Chairman, 415 Laurel Street, PMB #113, San Diego, CA 92101

For ICSC Use Only:

Date App Rc'd \_\_\_\_\_

Insur Cert \_\_\_\_\_

Seller's Permit \_\_\_\_\_

Amt. Rc'd \_\_\_\_\_ Booth Size \_\_\_\_\_

# **Annual St. Patrick's Day Parade and Festival Important Vendor Information, Rules and Regulations**

**APPLICATION DEADLINE:** All completed applications and a check or money order must be received by **FEBRUARY 20, 2017**. Any Application received after **FEBRUARY 20, 2017**, may be denied, and if accepted late, is subject to a late fee of \$50.

Make check or Money Order payable to "ICSC" and mail application to: **Vendor Chairman, 415 Laurel Street, PMB #113, San Diego, CA 92101**

**APPLICATION PRIORITY:** Space assignments and priority system based on deadline, date stamp, and participation in past parades.

**SPACES:** 10 or 20 feet wide (across from the front) x 10 feet deep x 8 feet high. There will be no electricity, canopies, table or chairs provided. (Space Only)

**HOURS/SCHEDULE:** The Parade and Festival hours are 9:00 A.M. to 6:00 P.M. Check-in time is 7:00 A.M. to 8:30 A.M. Booth locations are assigned at check-in. Space is forfeited if not occupied by 8:45 A.M. No booth can be removed until 6:00 P.M., then spaces must be cleared, cleaned, and streets opened by 7:00 P.M.

**PARKING:** All vehicles must be removed from Parade area by 8:30 a.m. . Parking is only permitted in the periphery area of the parade (on Balboa Drive North of Quince). **Otherwise, no vendor parking.**

**TAXES:** State Franchise Seller's Permit must be sent in with your application. Vendors are responsible for collecting and reporting sales tax.

**GENERATORS:** Whisper Quiet Generators may be used, with prior approval of ICSC, if they can be located where they are safe for the public, cords are covered, and they do not bother other vendors.

**FLUIDS / ICE.** Fluids and ice must not be dumped or left anywhere.

**INSURANCE REQUIREMENTS:** ACORD Insurance certificate showing current dates of coverage is required by all vendors. Policies must be for a \$1,000,000 general liability. The Irish Congress of Southern California, Inc. and the City of San Diego must be named as additional insureds. A One-Day policy may be purchased – see attached Application – if you do not have liability insurance available to you.

**CONFIRMATIONS/REFUNDS:** Confirmations will be emailed by March 1<sup>st</sup>. No refunds in case of inclement weather, acts of nature or restrictions by government agencies to cancel the event, over which the ICSC has no control.

**RESERVATION OF RIGHTS:** The ICSC reserves the right to limit the number of applications for any one particular type of goods/ services, thereby protecting all vendors and maintaining diversity for the Festival. The ICSC Vending Chair reserves the right to change or substitute vendor spaces for the good of the festival and participants.

No stolen merchandise, firearms, ammunition, explosives, fireworks or drugs will be allowed or tolerated within the permitted parade and festival area. Merchandise should be appropriate for the occasion. In the order to enhance and improve on future parades, the ICSC reserves the right to alter the format or character of the festival area at the ICSC's discretion. Exhibitors will be advised of material changes before the next parade date.

For Questions / Information: Tricia Locke email [IrishCongressParadeVendors@gmail.com](mailto:IrishCongressParadeVendors@gmail.com)

For Insurance Questions: Brian Bengston: 619-297-9181 x 105

Visit our website [www.StPatsParade.org](http://www.StPatsParade.org) for additional information or follow us on Facebook at Irish Congress Southern California.

# San Diego St. Patrick's Day Parade and Irish Festival

## Vendors (non-food only)

### One-Day Insurance Coverage Application

**This Is Not A Binder.** This is information for One-Day Insurance Coverage. All vendors must either carry their own Liability Insurance or purchase One-Day Insurance Coverage through the Irish Congress insurance carrier.

If you have your own insurance, please provide us with your insurance information details.

#### APPLICANT INFORMATION:

Name: \_\_\_\_\_

Doing Business as: \_\_\_\_\_

Applicant is:  Sole Proprietor  Corporation  Partnership  Joint Venture

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

#### UNDERWRITING INFORMATION:

**Type of Product Sold/Handled/Displayed:** (Please be thorough)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach any Brochures or Pamphlets, if available, or a photo of your booth.

**ELIGIBILITY IS NOT GUARANTEED:** Sale of Beverages (no beer, wine, liquor), Flowers, Art work, Clothing, Jewelry, Novelties and Souvenirs are usually acceptable.

**ANYTHING OUT OF THESE CATEGORIES MUST BE SUBMITTED FOR REVIEW,**

**Cost: \$25 in addition to your Booth Space Fee.** Please include \$25 when you send in your Booth Space Application and your payment by money order or check. If you are not approved for insurance coverage, your \$25 will be refunded to you.

Please return the One-Day Insurance Coverage application and any other documents by mail to: **ICSC Vendor Chairman, 415 Laurel Street, PMB #113, San Diego, CA 92101**