**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, 2018. Any Application received after FEBRUARY 20, 2018, may be denied AND must include 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 6:30 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:** A current 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. Please advise if you are using a generator.

**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 1st. 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

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

Visit our website [www.StPatsParade.org](http://www.StPatsParade.org) for additional information and PLEASE follow us on Facebook at Irish Congress Southern California to help promote the parade and attendance.