

**Irish Congress of Southern California**  
**VENDOR INFORMATION**  
**SMALL BUSINESSES; PUBLIC AND NON-PROFIT GROUPS**  
**DEADLINE FEB. 20, 2019**

**Saturday, March 16, 2019, Balboa Park, 9:00 a.m. to 6:00 p.m.**

Last year we made a few changes to the vendor area and added a stage with entertainment. We are planning to extend the entertainment in that area this year. We plan to limit our vendors again, and we will be expanding our kid zone. We all felt that decreasing our overall footprint kept everyone in the same area and we think this helped with flow of people.

Please submit all paperwork complete with insurance certificate, a seller's permit listing Balboa Park as the location for the business (or use 5<sup>th</sup> and Laurel) and the required fee. Incomplete paperwork will not be considered. Space for vendors will be limited and will be taken on a first come first serve basis. Closing date is February 20<sup>th</sup>. After February 20<sup>th</sup>, if room is available, then application fee must include a \$25 late handling charge. No paperwork or applications will be accepted the week of the event.

Every business, group, or entity must have liability insurance. If you do not carry liability insurance for your business, then please submit the liability insurance form with the required fee. The liability insurance certificate must list the Irish Congress of Southern California as an additional insured and as the certificate holder for the St. Patrick's Day event on March 16, 2019 in Balboa Park. A homeowner's policy does not work for general liability insurance.

Effective January 1, 2019, the City of San Diego is requesting insurance that is \$2 million/\$4 million (which is double from the previous year). We are looking into options for this and seeking advice on what our vendors would need to carry. Rather than waiting for this answer, we are going ahead with the initial email to everyone and will update this information hopefully within the next 20 days.

Please select the appropriate application for your type of business. There is one for small businesses/hand-crafted items, another one for non-profits, and one for large corporate vendors.

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

- 1) Copy of resale/seller's permit that lists the event location and any application health permit.
- 2) Certificate of Insurance naming the ICSC and City of San Diego as additional insureds.
- 3) Full payment – check or money order payable to "ICSC" and send to  
Vendor Chairman, 415 Laurel Street, PMB #113, San Diego, CA 92101
- 4) If paying online, please send in application with receipt evidencing online payment.

Upon receipt of your application you will receive an email stating application received. If you are missing any paperwork with the application, you will be given the details of what is missing and the date by which it needs submitted. **Please do not submit paperwork that is NOT complete (See above checklist).**

Approximately one week prior to the event you will receive an email with the details for checking in and setting up your booth on Saturday morning. The location of your spot will be given upon

checking in to the event (sorry we do not lay out the vending area until Friday morning). Any special requests must be addressed with your initial paperwork.

Please contact us via email at [irishcongressparadevendors@gmail.com](mailto:irishcongressparadevendors@gmail.com) with any questions or concerns. Thanks Bernadatte Malone and Tricia Locke