

Irish Congress of Southern California

VENDOR INFORMATION

SMALL BUSINESSES; PUBLIC AND NON-PROFIT 501.3 (C) GROUPS

DEADLINE FEB. 14, 2020

Saturday, March 14, 2020, 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 and we plan to limit the number of vendors again. 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 5th 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 14th. After February 14th, if room is available, then application fee must include a \$50 late handling charge. No paperwork or applications will be accepted after March 5th due to underwriting of our insurance policy for day of 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 (form available on our website). 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 14, 2020 in Balboa Park. A homeowner's policy does not work for general liability insurance. **If you are unsure if your insurance certificate is correct, please visit our website to see the sample form.** Submitting the form correctly first time around avoids extra work and emails requesting that it be fixed.

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 applicable health permit.**
- 2) Certificate of Insurance naming the ICSC as additional insureds (see sample online for assistance); or complete our Insurance Application and submit a separate check for \$40.**
- 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.** This is important because very often we cannot match up the names on the payments with the paperwork.

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 with any questions or concerns.

Please follow us on facebook <https://www.facebook.com/SanDiegoStPatricksDayParade/>

NO WALK-INS ARE ALLOWED DAY OF EVENT.
NO REFUNDS – EVENT GOES ON RAIN OR SHINE.

Thanks Bernadette Malone and Maureen Giacalone

Irish Congress of Southern California
VENDOR APPLICATION –
SMALL BUSINESS & HAND CRAFTS

For ICSC Use Only:
Date App Rc'd ____
Insur Cert ____
Seller's Permit ____
Amt. Rc'd ____ Booth Size ____

Deadline: February 14th, 2020

APPLICANT INFORMATION:

Your Name: _____

Doing Business as: _____

Applicant is: ____ Sole Proprietor ____ Corporation ____ Partnership ____ Joint Venture

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-mail address: _____

Contact Person: _____ Phone: _____

Seller's Permit Number _____ (copy attached)

All seller's permits will be checked; you are responsible for payment of Sales Tax in the amount of 7.75% on goods sold - other than food)

Liability Insurance Company _____ (certificate attached)

See sample on website for assistance with information required for certificate.

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.

____ 10X10 Non-Food Booth \$175 (Additional \$15 service fee if paying online)

____ 10X20 Non-Food Booth \$250 (Additional \$20 service fee if paying online)

Late fee after February 14th – please add \$50

If you are selling pre- packaged food, please provide copy of San Diego Health permit with application. If you want to sell hot food, please refer to the food vendor application.

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: _____ ,