

**Irish Congress of Southern California**  
**FOOD VENDOR INFORMATION**  
**SMALL BUSINESSES; PUBLIC AND NON-PROFIT 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. We are also extending the hours for the beer garden and plan to have music on the main stage until 7 p.m. We will be adding some lighting to the area but do not know if it will reach the vendor area. You will be able to pack up at dusk. More details will be forthcoming with the final confirmation letter in March.

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 \$50 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 14, 2020 in Balboa Park. A homeowner's policy does not work for general liability insurance.

**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 Bernadette Malone and Moe Giacalone