

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