

**Irish Congress of Southern California**  
**FOOD VENDOR INFORMATION LETTER**  
**SMALL BUSINESSES; PUBLIC AND NON-PROFIT 501.3 (C) GROUPS**  
**DEADLINE MARCH 1, 2024**

**Saturday, March 16, 2024, Balboa Park, 9:00 a.m. to 6:00 p.m.**

Last year we fenced in our entire festival area which included Vendor & Food Vendor booths, a Kids Zone, the main stage with Irish entertainment, the Beer Garden and seating. With this change we charged an entrance fee of \$5.00 21 & up, children free. Our changes were accepted by many of our attendees. This year we will try not to duplicate the types of vendors, so everyone has a fair chance of selling or passing out information about your products or services. As a vendor you will not be charged the entrance fee and we have moved our check-in, unload, and load back on 6<sup>th</sup> Avenue.

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 served basis. **Closing date is March 1st.** After March 1st, if room is available, include a \$50.00 late handling charge.

You will be contacted and invited to join. No paperwork or applications will be accepted after March 1<sup>st</sup> due to underwriting of our insurance policy for the 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 16<sup>th</sup>, 2024, 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 \$50.**
- 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 the 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 to be submitted. Please do not submit paperwork that is NOT complete (See above checklist).

**Shortly after March 1<sup>st</sup> deadline we will mail you 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. Please follow us on Facebook <https://www.facebook.com/SanDiegoStPatricksDayParade/>

NO WALK-INS ARE ALLOWED DAY OF EVENT.  
NO REFUNDS – THE EVENT GOES ON RAIN OR SHINE.  
Thanks Bernadette Malone and Maureen Giacalone