



VENDOR & EXHIBITOR APPLICATION

BBQ Fund Days | 1st Saturdays | 11:00AM - 4:00PM

Highland Congregational Church | 3606 Atlantic Ave, Highland, CA 92346

Email completed application to Naniene Littles, partyunique@gmail.com, 323.492.2230

Organization/Company _____

Contact Person _____

Address _____ City _____ Zip _____

Phone Number _____ Cell Phone _____ E-Mail _____

Company Website _____

VENDOR FEES

___ \$50-VENDOR (One time only)

___ \$45-VENDOR (With 4-month BBQ Fund Day commitment, every 1st Saturday)

___ \$35-VENDOR (With 6-month BBQ Fund Day commitment, every 1st Saturday)

___ \$20-INFORMATIONAL BOOTH (no sales)

ALL FEES MUST BE PAID IN ADVANCE TO SECURE A SPACE AT THE EVENT. DEADLINE FOR APPLICATION AND PAYMENT IS ONE WEEK PRIOR TO THE EVENT. NO REFUNDS.

Applications will be accepted on a first come first served basis, until all spaces are filled. Applications are subject to approval. The Centre at Highland reserves the right to reject vendors/exhibitors whose product and/or services are not a fit for the event. Fees will only be refunded if your application is rejected for any reason.

Provide a brief description about your business. Please list goods to be sold, and/or information to be displayed.

(This information may be used for promotional purposes on The Centre at Highland website, social media and/or press releases. Please initial to authorize release of the above information). ___ I authorize release of the above information. (Initial)

Please return application with payment to: NANIENE LITTLES, partyunique@gmail.com

Does your booth require electricity? Yes No

LOAD IN & SET UP TIME is 9:30AM – 10:30AM: Event begins at 11:00AM. Vendor/Exhibitor booths must remain up until 4:00PM. Breakdown is after 4:00PM.

ENTRANCE: All vendors/exhibitors will enter through the far side of the parking lot of Highland Congregational Church to unload, address 3606 Atlantic Ave, Highland, CA 92346. Upon arrival, vendors will check in with a representative and will be instructed where to unload and set up.

REQUIREMENTS: ALL vendors/exhibitors are allotted a 10x10 area. You must bring your own EZ-UP (canopy), tables, tablecloths, chairs, weights, lights and extension cords for electricity. Vendors selling food or merchandise must provide copies of a valid business license, health permit (if applicable) and proof of insurance naming **The Centre at Highland and Highland Congregational Church** as additional insured.

PAYMENT: Please make checks, or money orders out to: **The Centre at Highland**. There is a \$30 NSF (Non-Sufficient Funds) fee for all returned checks. Payments may be paid online at www.TheCentreHighland.org or by mobile device. Text 'GIVE' to **760.687.9717** to set up mobile payment and select 'BBQ Fund Days' from dropdown menu.

ALL BOOTH RESERVATIONS MUST BE CONFIRMED ONE WEEK PRIOR TO THE EVENT. YOUR SPACE WILL NOT BE CONFIRMED WITHOUT VALID COPIES OF BUSINESS LICENSE, PROOF OF INSURANCE AND/OR PERMITS IF APPLICABLE, AND FULL PAYMENT. NO REFUNDS.

I/we, the undersigned, have received, read and understand the rules and regulations applicable to being a vendor or participant at BBQ Fund Days, and I/we are authorized to, and do hereby, agree to the terms listed in the rules and regulations. I/we further agree to indemnify, defend and hold harmless Highland Congregational Church, The Centre at Highland and their employees, agents, volunteers, representatives and members, from any and all liability, claim, loss, cost or expense, including attorney's fees, claimed by anyone by reason of injury to, or death of persons, or damage to or destruction of property, including property of any participant, sustained in, on or about the premises of Highland Congregational Church. Vendors will display and sell goods at their own risk. The Centre at Highland and Highland Congregational Church are not liable for any lost, damaged, or stolen goods. The Centre at Highland and Highland Congregational Church will not be liable for amount of sales acquired by vendors. All vendors must have a valid business license, or permit and proof of insurance. It is also my sole responsibility to notify my organization/staff of these conditions, rules and regulations. I/we understand that applications are accepted at the discretion of The Centre at Highland and subject to space availability. I/we also understand that incomplete applications will be returned and not accepted. If my application is rejected for any reason, my application fee will be returned.

_____ / _____ / _____
Printed Name Signature Date