

聖地牙哥
中華會館

Chinese Consolidated Benevolent Association
- San Diego -

OFFICE USE ONLY:

Date received: _____

Paid: _____

Email Confirmation: _____

Notes: _____

35th ANNUAL SAN DIEGO CHINESE NEW YEAR FOOD AND CULTURAL FAIR

February 11 and 12, 2017

Saturday and Sunday, 10:00 AM to 5:00 PM

Third Avenue and J Street, Downtown San Diego

VENDOR APPLICATION

Application **deadline with payment** for Vendors is **January 25, 2017**. Applications postmarked after January 25, 2017 will incur a **\$50 late processing fee**.

Business Name: _____ Contact Person: _____

Mailing Address: _____

City/State/Zip Code: _____

Telephone: _____ Cell Phone: _____

E-mail (required): _____ Website Address: _____

Product/Food Description (detailed list): _____

Product will be: (Please check appropriate boxes):
 sold demonstrated distributed

Does your business or organization have liability insurance?
 Yes No

Please select your booth type:

CORPORATE BOOTH*

\$500 – 10'x10' space only

COMMERCIAL/RETAIL BOOTH*

\$400 – 10'x10' space only

\$700 – 10'x20' space only

FOOD BOOTH*

\$800 – 10'x10' space + electricity

\$1,050 – 10'x20' space + electricity

NON-PROFIT/GOVERNMENT ORGANIZATION BOOTH***

\$300 – 10'x10' space only

***Enter 501c3 here: _____

*Electricity available at an extra cost for commercial and nonprofits

*Canopy, tables, and chairs are NOT included in the cost of a booth, you may supply your own or choose to rent them below

BOOTH:	Qty	Cost	Total
CORPORATE	_____ x	\$ _____	= \$ _____
COMMERCIAL	_____ x	\$ _____	= \$ _____
NON-PROFIT/GOV.	_____ x	\$ _____	= \$ _____
FOOD	_____ x	\$ _____	= \$ _____

Table, Chairs, and Canopy are not included in above; please select additional items needed below

ELECTRICITY*	_____	\$50	= \$ _____
CANOPY	_____ x	\$125	= \$ _____
TABLE/COVER/SKIRT	_____ x	\$20	= \$ _____
CHAIR	_____ x	\$5	= \$ _____

LATE FEE after January 25, 2017 (\$50) \$ _____

PROCESSING FEE (\$15) \$ _____

(IF PAYING BY CREDIT CARD)* \$ _____

TOTAL ENCLOSED (PAYABLE TO CCBA) \$ _____

--- ITEMS NEEDED TO PROCESS APPLICATION ---

A. Vendor Application Form and signed Vendor Agreement

B. Payment (NO REFUNDS after January 25, 2017).

Checks are payable to CCBA

C. Completed Special Events Health Permit through the County of San Diego (ALL FOOD BOOTHS)

***D. Electricity provided at no additional cost to food vendors**

***E. Please email to inquire about credit card payments.**

Mail Vendor Application to:

Silk Road Productions / CNY

P.O. Box 33853

San Diego, CA 92163

info@silkroadproductions.us | www.sdcny.org



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VENDOR AGREEMENT

This agreement is between the CCBA Fair Planning Committee hereinafter referred to as CCBA and the named Participating Organization referred to as VENDOR. By initialing, signing and returning this form to the CCBA, your company or organization agrees to participate in the Chinese New Year Food and Cultural Fair and to adhere to the guidelines and regulations as defined by this agreement.

ALL VENDORS

1. Checks are made payable to CCBA.
2. CCBA reserves the right to evict anyone violating any of the rules outlined herein, or violating any other rules and regulations.
3. Booths must be accepted as assigned. VENDORS are not permitted to remove and/or relocate from the assigned spot without prior approval of CCBA. It is CCBA's right to relocate the booth should it deem necessary.
4. CCBA reserves the right to deny sale or display of objectionable or offensive materials.
5. Electrical cables must be tapped down and secured in a safe manner.
6. VENDORS shall remove its property and clean up all trash and waste material in and around the booth by 6:30 PM Sunday evening after the fair.
7. Booths must be manned at all times.
8. Signage must be appropriate to your booth size. Signs exceeding 10 feet in length must be preapproved.
9. All printed matter intended for handing out must be attached to this application for CCBA approval prior to the fair.
10. VENDOR shall indemnify, defend and hold harmless CCBA and its respective board members, their officers, employees, agents, representatives and volunteers from and against any and all liability, loss, damage, theft, expense, cost (including without limitation costs and fees of litigation) of every nature arising out of or in connection with VENDOR'S activities of any nature associated with the fair hereunder or its failure to comply with any of its obligations under state or local law, except for such damages which are caused by the sole negligence and/or willful misconduct of the CCBA and/or its members, agents, employees or volunteers.

COMMERCIAL VENDORS

1. A refund (less a \$100.00 charge) will be issued to anyone canceling a prepaid on or before January 25, 2017. No cancellation with refund will be accepted after January 25, 2017 unless the event is canceled. Weather conditions will not be grounds for refunds, full or partial, unless weather causes cancellation of the event. Event will go on rain or shine.
2. The VENDOR may not sub-let any portion of the booth space, without prior written consent of CCBA.
3. Commercial VENDORS may not sell food.
4. All applications received after January 25, 2017 will incur a late processing fee of \$50 at the discretion of CCBA.
5. VENDORS requiring electricity must pay an additional \$50.

FOOD VENDORS

1. San Diego County Department of Health will inspect all booths-please insure your booth is compliant with all Health Dept. Regulations including a proper hand washing station, type of fire extinguisher and proper food handling certificates for all food handlers.
2. Food VENDORS must obtain a Temporary Event Health Permit by completing and submitting an application to the County of San Diego Department of Environmental Health and Food along with the proper payment amount or documentation if you are a non-profit organization.
3. CCBA will provide a three compartment sink area for all food VENDORS as required under the Health Dept. Requirements. Food VENDORS are required to bring their own paper goods, cooking equipment and utensils.
4. Food VENDORS must submit a copy of a valid and current TFF permit. Food booths will not be reserved until TFF is submitted.

By signing below, I confirm that I have read ALL the conditions to this VENDOR agreement.

Name of Vendor (Print)

Name of business or organization (Print)

Signature of Vendor

Date Signed

35th Annual San Diego Chinese New Year Food & Cultural Fair

Thank you so much for supporting the Chinese Consolidated Benevolent Association (CCBA) through the San Diego Chinese New Year Food & Cultural Fair with a donation to the event. All donations are tax deductible and our tax ID# is 95-6082407. Please retain a copy of this form for your records.

Business Name (as it should appear in the program): _____

Contact Name: _____

Mailing Address: _____

Phone: _____ Email: _____

_____ I would like to donate a gift certificate for a service or item to the opportunity drawing. Please describe your donation and provide an approximate value. _____

_____ I would like to donate/sponsor in the amount of \$_____ to support the CCBA. All donors will be listed in the fair program. Please make check payable to the CCBA. _____

_____ I would like to purchase advertising space in the fair program, please provide your logo and/or ad on a separate JPEG file to info@silkroadproductions.us

_____ Inside Back Cover	(7"W x 9.5"L – portrait)	\$700
_____ Inside Front Cover	(7"W x 9.5"L – portrait)	\$700
_____ Inside Full Page	(7"W x 9.5"L – portrait)	\$200
_____ Inside Half Page	(7"W x 4.5"L – landscape)	\$75
_____ Inside Quarter Page	(3.25"W x 4.5"L - portrait)	\$50
_____ Inside Business Card	(2"W x 3.25"L)	\$25

Thank you again for your support of CCBA. Our opportunity raffle chairperson will be in contact with you to arrange for pick-up of your donation if the item is too big to mail. If you have questions or would like more information, please contact Dennis-Michael Broussard at 504.390.3271 or email him at info@silkroadproductions.us

Thank you for your support!

Chinese Consolidated Benevolent Association
438 Third Avenue, San Diego, CA 92101
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