

Annual Holiday Faire

Vendor Application

Saturday, December 9, 2017
Sponsored by Cooper Museum

In conjunction with the City of Upland's 41st Annual Christmas Parade

Vendor Check-in: 6:30 a.m.
Holiday Faire: 8:30 a.m. - 3:00 p.m.

Business Name: _____
 Contact person: _____ Driver's License Number: _____
 Address: _____ City: _____
 State _____ Zip _____
 Phone: _____ Fax: _____
 Email: _____

(Email required. If no email, include a self-addressed stamped envelope in order to receive set-up instructions & map. Information will be mailed out seven days prior to event.)

Description of Products (**Photos Required**): _____

Business/Crafter Space	10 x 10	\$75.00	
Business/Crafter Double	10 x 20	\$125.00	
Food Vendor, <i>see additional information on reverse</i>	10 x 20	\$175.00	
City of Upland Temp. Business License	Filing Fee Per Day	\$20.00	
TOTAL=			

Please enclose with your application:

- Completed Vendor Application
- Visa or MasterCard information or PAYPAL Email: **Egkent@verizon.net**
- Check or Money Order made payable to: **Network Entertainment**
- Booth Picture with products for sale
- City of Upland Business License or Single Day Temporary License

Food Vendor Additional Requirements:

- Fire Permit (for open flame food vendors)
- Proof of Insurance listing the City of Upland and Cooper Museum as Additional Insured** (all food vendors)
- San Bernardino County Food Permit (all food vendors)

Electricity, canopies, tables & chairs are **not provided**. Generators are not allowed. Food vendors may request electricity in advance. Sinks are not provided; you must carry out your graywater.

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Vendor Application ~ Additional Instructions

Deadline to Register: Thursday, November 30, 2017

COMPLIANCE AGREEMENT: *I agree to adhere to the rules and regulations of the Upland Holiday Faire Committee and the City of Upland. As a participating vendor, I agree to comply with established set-up times, and understand we are required to have our booth from 8:30 a.m. to 3:00 p.m. If non-compliant, I will be ineligible to participate in any future events.*

Signature: _____ Print Name: _____

****INSURANCE REQUIREMENTS:** You MUST show Proof of General Liability Insurance of at least \$1,000,000 naming as Additional Insured: City of Upland for December 9, 2017

If you do not have insurance, a temporary policy for the event may be purchased Mary Strohman at Kessler-Alair (909-931-1500) or from Sparta Insurance Services at (800) 420-0555.

Return completed form to:
Network Entertainment
160 C Street
Upland, CA 91786

Or
E-mail to:

egkent@verizon.net

Visit Coopermuseum.org and click on Events for additional detail on the City of Upland Christmas Parade.

**Visit Cooper Museum at 217 East "A" Street in Upland
Open every Thursday, Friday & Saturday 11 a.m. to 5 p.m.**

This event is sponsored by the Chaffey Communities Cultural Center (CCCC), a joint venture of non-profit organizations in the Southern California area



DEVELOPMENT SERVICES DEPARTMENT
Telephone (909) 931-4130
Facsimile (909) 931-4321

**SPECIAL EVENT VENDOR APPLICATION
CITY OF UPLAND**

**DEVELOPMENT SERVICES DEPARTMENT
PLANNING DIVISION**

Special Event Name: _____

Business/ Vendor Name: _____

Business Description: _____

Applicant Name: _____

Address: _____

Phone: _____

Email: _____

Print Name

Signature

Date

FILING FEE: \$20.00
(Each vendor, each day, up to two consecutive days.)