



Fourth of July Festival 2017

Crescent City – Del Norte County Chamber of Commerce

1001 Front Street Crescent City, CA 95531

Tel. (707) 464-3174 | 800-343-8300 | Fax. (707) 464-9676

www.delnorte.org

Dear Vendor:

Preparations for the 2017 Fourth of July celebrations are underway and the 2017 Fourth of July Committee is committed to making this year's event successful and enjoyable.

If you are receiving this letter you have been in the past, or expressed an interest in becoming, a marketplace, food, or games vendor for the Fourth of July event. This letter sets out important details about the 2017 event, and includes a vendor application for you to complete and return to the Chamber along with applicable payment no later than **Friday May 5, 2017**. Applications received after this date will be subject to a **late registration fee**. **All applications and required paperwork must be complete by May 26, 2017**. Please note that having processed your application and fee and having received all required documentation, you will receive a further packet one to two weeks before the Festival which sets out your location, applicable conditions and information about set up and on-the-day logistics.

TIME & DATE

The festivities will occur on Monday, July 4, 2017 from 9:00 am to 6:00 pm.

REMINDER: Starting in 2015, the City of Crescent City required our event vendors to hold a Class O business license with the City.

“CLASS O: Includes farmer's market vendors and special event booth vendors.
Farmer's Market and special event booth vendors are Class O vendors only.”

*The \$15.00 fee is paid for a period ending the June after this event; it will cover all events during that time frame. Business license applications are available online at <http://www.crescentcity.org/businesslic.html#businesslic>. A State requirement (SB1186) adds \$1.00 to every business license. **Mail your business license application and \$16.00 check to City Hall, 377 J Street, Crescent City, CA 95531.** Contact Chrissy Rawlings, 707-464-7483 x 235, with questions about business licenses.*

NOTE: Those who already have a Class O business license for previous events will be receiving a renewal in the mail. You will not need to fill out the application again and, after receiving your renewal notice in March, can just mail your \$16 check to the City of Crescent City.

***City Ordinance #756 prohibits smoking in Beachfront Park.
Violators are subject to a \$500 fine. (Adopted May 3, 2010.)***

APPLICABLE LAWS & REGULATIONS

Marketplace and Food vendors are required to have a valid California Sales Tax Resale License from the Board of Equalization (info.800-400-7115). Food vendors also need to be in compliance with the food preparation requirements of the County of Del Norte (info.(707) 465-0426). **ALL vendors** must provide a certificate of insurance listing the City of Crescent City AND the Crescent City-Del Norte County Chamber of Commerce as additional insured.

SPACE

In order to accommodate all vendor vehicles, it is critical that each vendor provide the following:

1. Size of space needed. (One space is defined as 15 x15.)
2. Number, type and length of all vehicles involved in your activity, including food trailers, tow vehicles and support vehicles.
3. **If you have a towed booth**, indicate from which side (L or R, when the booth is hooked up to the vehicle) you will serve customers.
4. For Food vendors, **electrical power need in amps**. This is critical since the amperage is not consistent along the vendor line. (Electricity is not available to marketplace vendors.)

The City intends to strictly limit the number of vendor vehicles allowed off the pavement, in order to avoid the continuing damage to park resources such as trees, grass and irrigation systems. The city anticipates voluntary compliance, but any vendor who drives or parks on the grass without authorization or under trees will be cited, and, if necessary, ejected from the festival. Please call the Crescent City Planning Department at 707-464-9506 if you have any questions or concerns about their policies.

PAYMENT

Fees **per 15x15 foot space** are set out as follows:

Vendor Type	Registered and paid by May 5	After May 5
Market Place	\$100 non-profit \$150 commercial	\$150 non-profit \$200 commercial
Food	\$50 refundable cleaning deposit plus \$100 non-profit \$150 commercial	\$50 refundable cleaning deposit plus \$150 non-profit \$200 commercial
Game	\$100 for profit \$50 for non-profit	\$125 for profit \$75 for non-profit

REMEMBER: A separate check must be made out for your deposit!! Please enclose checks or money orders made payable to: Crescent City-Del Norte County Chamber of Commerce and mail with completed application to:

**Crescent City-Del Norte County Chamber of Commerce
1001 Front Street
Crescent City, CA 95531.**

Thank you for your interest in Crescent City's Fourth of July festivities.