

TRUCKEE THURSDAYS

SUMMER STREET FESTIVAL

COMMERCIAL RETAIL VENDOR PACKET INSTRUCTIONS & CHECKLIST

June 20th - August 15th, 2024

Make sure you have included the following items:

- _____ Vendor Application
- _____ Photos of Product to be sold
- _____ Signed Hold Harmless Agreement
- _____ Signed Rules and Regulations Agreement
- _____ Copy of CA Sellers Permit

Return completed forms by
EMAIL: info@truckeethursdays.com

2024 APPLICATION FOR VENDOR SPACE
TRUCKEE COMMERCIAL RETAIL BUSINESS VENDOR
June 20th – August 15th, 2024

VENDOR INFO:

Name of Commercial Business: _____ Date: _____

Location Address: _____

Contact Person: _____ Cell Phone: _____

Mailing Address: _____

Email Address: _____

NEW VENDOR _____ (Check box if never participated in TruckeeThursdays)

CA Sellers Permit # (Mandatory): _____ Copy of Certificate Must be Attached

All vendors must have a California Sellers Permit and it must be in plain view at all times during the event.

Description of merchandise to be sold at event:

- Commercial Retail Business Vendors must have a retail brick and mortar commercial business that operates during normal business hours on a year-round basis within the Town of Truckee.
- Goods intended to be sold by Vendor at the Event must be those sold in the typical course of business at business' commercial location.
- Select merchandise may be disqualified if in direct competition with a business located in the Historic Downtown District.
- You must list ALL items you plan to sell on this application.
- Vendors may not sublet or apportion space to anyone else without prior permission from the Committee.
- Event Staff reserves the right to deny participation in; remove from event; or change booth space locations without notice.

To be completed by Truckee Thursdays Event Manager:

Date Application Received: _____

- Complete Signed Application & Payment Photos of Products Copy of CA Sellers Permit
 Hold Harmless Agreement Premium Space Requested

BOOTH SPACE & PAYMENT INFORMATION:

Vendor Rate: TDMA Member \$85/week per 10x10 space / Non-TDMA Member \$95/week per 10x10 space

Waste Management Support Fee (Vendors are responsible for leaving their space as they found it). Due to the need to pick up **micro trash** left behind from a vendor's booth space the TDMA will charge a one time **\$15 fee**. This fee only helps with **micro trash** pickup, **NOT** your bulk waste.

Select Participating Dates: 6/20 6/27 7/11 7/18 7/25 8/1 8/8 8/15

COMMERCIAL RETAIL BUSINESS

Total Number of Weeks Requested:

TDMA Member Rate	_____ x\$ 85 / week	\$ _____
Non-Member Rate	_____ x \$ 95 / week	
Waste Management Support Fee		\$ <u>15.00</u>
		Total: \$ _____

Premium Vendor Space Available

If you would like to apply for premium space, please select: (leave blank if no upgrades desired)

_____ Three (3) Sided End Cap (Three exposed sides)	Additional \$200/season
_____ Two (2) Sided Booth Space (Two exposed sides)	Additional \$100/season

- There are a limited number of Premium Booth Spaces available for an upgrade fee.
- Only available to vendors participating in all 8 weeks.
- Priority will be given to Historic Downtown Truckee Business Vendors.
- Additional upgrade fees will be billed to Vendor upon Selection and Confirmation of Upgrade Availability.

Payment

Once your application has been approved, you will receive an invoice to your email with a link to make payment for your vendor space.

Commercial Retail Event Guidelines:

Vendors will be provided detailed instructions outlining logistics of the Event from the Event Manager prior to the first event with weekly updates throughout the summer. The following guidelines are included in or in addition to those procedures:

- Space is allocated and charged per 10'x10' section; any space used beyond the first 10'x10' area will be charged for a second space. (2 booth maximum)
- Requests for vendor space must be made a minimum of one-week prior to participation.
- Cancellations and Refunds: If a Vendor cannot attend an event they have already paid for, the Vendor must notify Event Staff via email ONE WEEK (on or before the Thursday) prior to event date in order to receive a credit for the Thursday missed. Failure to notify in this time frame will result in a forfeiture of booth fees.
- Vendors who do not give notice of cancellation will be considered "no-show" for the event. Zero tolerance for no-shows; may result in being banned from future participation.
- Rain/Weather Policy: If Event is delayed, postponed, or canceled on the day of the event NO refunds or credits will be given.
- Select vendors may be asked to provide proof of insurance and name the Truckee Downtown Merchants Association and the Town of Truckee as Additionally Insured as deemed necessary by our insurance carrier.

- Vendors that produce trash of any kind must provide garbage and/or recycling containers for their own use and must be taken with you after the event is over. Street receptacles are for public use – not for vendor refuse.
- Booth area must be cleaned at the end of the evening including all trash and spills. A cleaning fee may be imposed if the booth area is not thoroughly cleaned.
- All Artisans are responsible for keeping their area clean during event hours.
- All booth space and displays should be neat and clean and should not contain reference to any drug paraphernalia, symbols, pornography or nudity.
- Drugs and Alcohol are not allowed in booth space. Alcohol is only allowed in the Licensed Alcohol Area. Violation of this rule can result in permanent expulsion from the event.
- During load-in, vendors must unload their vehicle and immediately move their vehicle from the event area. Park your vehicle parallel to the curb while unloading. Do not leave vehicles parked in the event area while you are setting up. In order to execute the set-up of the entire event in a fifty-minute time frame, vehicles must not block the flow of traffic or the designated fire lane.
- Vehicles will NOT be allowed to enter the event area after 4:30pm.
- Do not unload your goods on the sidewalk or other areas prior to load-in. Do NOT occupy downtown parking spots located in the event area prior to street closure. Vehicles are not allowed back on the street and load out does not begin until the end of the event and is determined safe to return with vehicles.
- Vendors must stay open throughout the entire event and cannot load out early even if sold out of product. Booth space shall not be left unattended.

EVENT RULES AND REGULATIONS ACKNOWLEDGEMENT

All vendors participating in the event are required to read the Truckee Thursdays Event Rules and Regulations. By signing below, I certify that I have read and will abide by the terms and conditions outlined in this application and in the Truckee Thursdays Event Rules and Regulations.

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

I shall save, keep and hold harmless Truckee Downtown Merchants Association, The Town of Truckee, it's officers, agents, employees, and volunteers from all damages, costs, or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury, or weather, received by any reason or in the course of the Truckee Thursdays Event which may be occasioned by any willful or negligent act of my business, employees, agents or assigns. By signing below, I agree to these terms and conditions.

Printed Name of Business

Printed Name of Authorized Representative

Signature

Date