

TRUCKEE THURSDAYS

SUMMER STREET FESTIVAL

NON-PROFIT VENDOR PACKET INSTRUCTIONS & CHECKLIST June 20th - August 15th, 2024

Make sure you have included the following items:

- _____ Vendor Application
- _____ Signed Hold Harmless Agreement
- _____ Signed Rules and Regulations Agreement
- _____ Copy of CA Resale Permit (applicable only if selling items)

Return completed forms and payment by
EMAIL: info@truckeethursdays.com

**2024 APPLICATION FOR VENDOR SPACE
NON-PROFIT VENDOR
June 20th – August 15th, 2024**

Name of Non-Profit Organization: _____ Date: _____

Contact Person: _____ Cell Phone: _____

Physical Address: _____

Mailing Address: _____

Email Address: _____

FEIN #: _____ Goals of Organization : _____

Will you be selling items? ____ Yes ____ No (If yes please describe in space below)

Please describe intended use of booth space: (see guidelines below)

- Booth space allocated each week for non-profit organizations is limited.
- Nonprofits submitting applications prior to the start of the event will be asked to provide three (3) dates throughout the summer. Committee will try to accommodate those requests.
- Nonprofits submitting applications after the start of the event will be granted participation based on availability of requested date. Applications for non-profit space must be turned in by the Thursday prior to the event date in order to be considered for the following week.
- Nonprofits may, with authorization, sell items out of their booth space that will benefit the non-profit, such as tickets to events, raffles, or organization t-shirts. You MUST list all items you plan to sell on this application.
- Non-profit organizations are encouraged to create their booth so as to engage the attendees and contribute to the social and interactive atmosphere.
- 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: _____

Signed Event Rules & Regs

Signed Hold Harmless Agreement

Copy of CA Resale Permit (only need to provide if selling items)

BOOTH SPACE & PAYMENT INFORMATION:

Non-Profit Vendor rate: \$75 /week /10'x10' 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 **Three** Dates: 6/20 6/27 7/11 7/18 7/25 8/1 8/8 8/15

NON-PROFIT:

Total Number of Weeks Requested: _____ x \$75 / week \$ _____

Waste Management Support Fee \$ 15.00

Total: \$ _____

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.

Non-Profit Vendor 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 event area. Park your vehicle parallel to the curb while unloading. Do not leave vehicle parked in event area while you are setting up. In order to execute the set-up of the entire event in a fifty-minute time frame, vehicle 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 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