

VENDOR APPLICATION

— 2024 CATTLE CALL JAMBOREE

NOVEMBER 2024 - MAIN ST. & PLAZA PARK, BRAWLEY



APPLICATION DEADLINE: OCTOBER 11, 2024

Please select ONE EVENT per application

Today's Date:

Chili Cook-off & Rib Contest
Sat. Nov. 2 - 5:00PM-10:00PM
Set up time: 12:00PM - 4:00PM
Booth space: 10' x 20'

Mariachi Night
Wed. Nov. 6 - 5:00PM-10:00PM
Set up time: 12:00PM - 4:00PM
Booth space: 10' x 20'

Cattle Call Parade
Sat. Nov. 9 - 9:00AM-1:00PM
Set up time: 5:00AM - 8:00AM
Booth space: 10' x 20'

APPLICATION FORM

Company / Organization:

Vendor Type:

Food Food Truck/Trailer Merchandise Info

Describe the items you would like to sell:

PERSON RESPONSIBLE FOR BOOTH

Full Name :

Address :

Phone # : Email :

MUST BE PRESENT DURING EVENT, INCLUDING SET UP AND CLEAN UP.

OFFICE USE ONLY

REQUIREMENT CHECK LIST

Food Vendors

- Booth fee \$ _____
 Member Non-Member
- Health Permit
 TFF \$80 Mobile \$30
- Brawley Business License
 One-day \$40 Copy provided
- Insurance
 One-day \$100 COI Provided
- Deposit \$ _____

Merchandise / Informational

- Booth fee \$ _____
 Member Non-Member
- Brawley Business License
 One-day \$40 Copy provided
- Insurance
 One-day \$100 COI Provided
- Deposit \$ _____

Total amount owed:

NOTES

Payment method: Reference #:

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED - NO EXCEPTIONS!
THIS VENDOR APPLICATION IS NOT VALID WITHOUT A SIGNED VENDOR CONTRACT.

VENDOR CONTRACT

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Section 1: General Vendor Terms and Conditions

1. Application Acceptance

The Chamber of Commerce for Greater Brawley / Cattle Call Committee reserves the right to accept or reject vendor applications or portions of applications. Applications will be processed on a first-come, first-served basis, with priority registration given to Chamber members.

2. Vendor Equipment

Each vendor must provide their own equipment, including tables, chairs, canopies, extension cords, generators, and displays.

3. Safety Requirements

Per Brawley Fire Department regulations, each food vendor must have a fire extinguisher and hand washing station available one hour before the start of the event.

4. Booth Space Regulations

- No selling or setting up on the sidewalk or grassy area behind assigned booth space.
- No excessively loud speakers or explicit music.
- All items must be placed within your booth space. No setting up chairs, ice chests, speakers, displays, or any items outside your booth space.
- Booth spaces are 10x20 ft. for all events, including Cattle Call Parade.
- If additional space is required, another booth may be purchased. The Chamber can limit the number of booths sold to each vendor.
- Food truck owners must ensure their truck fits 100% within the booth area, including hitch, shade, or any other accessories. If it does not fit, another booth must be acquired.

5. Vehicle Access and Regulations

- Only one vehicle per vendor is allowed on the event grounds at a time. Each vehicle must have the provided pass prominently displayed on the front windshield. If a different vehicle needs to come in to unload, the current vehicle must exit first and display its pass as well.
- **Set-Up and Traffic Flow**
 - During set-up time, all vendors must quickly unload belongings/merchandise and remove their vehicles from the premises to allow for smooth traffic flow. All vehicles must enter through the assigned area, check in, and exit through the same spot. Vendors that do not follow this process will lose their deposit.
- **Event Day Vehicle Restrictions**
 - All cars must be cleared from event grounds one hour before the event begins.
 - No cars are allowed to drive on event grounds during the event.
- **Parking and Liability**
 - All vehicles should be parked outside the event grounds. The Brawley Chamber of Commerce is not responsible for lost, stolen, or damaged vehicles. Vehicles should be parked safely following traffic rules. The Chamber reserves the right to call a tow truck at the owner's expense if a vehicle is not parked correctly.

6. Clean-Up Policy

- Vendors must leave their area clean after the event. Clean-up should not begin until the event has officially ended. Early clean-up is prohibited to maintain the event experience.

7. Waste Disposal

- No dumping ice, oil, grease, or soapy water on the sidewalk or grassy area behind the booth space.
- All vendors must take their own trash bags and dispose of them at a dumpster (trash cans at event grounds are only for attendees and not vendor trash).

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8. Generator Requirements

Only "whisper" generators are allowed. Vendors with loud generators will be instructed to turn them off and may be asked to shut down their booth.

9. Merchandise Vendor Restrictions

- Merchandise vendors may only sell items approved by The Chamber of Commerce for Greater Brawley.
- No other items, other than those approved, may be sold, raffled, or given away without prior consent from The Chamber.
- The Chamber may limit the number of merchandise vendors.

10. Prohibited Items

- No silly string, confetti, or similar products may be sold.
- No outside alcoholic beverages are allowed. Brawley PD is strict about this and will escort any person outside the event grounds who does not follow this rule.

11. Sales Timing

Vendors are not allowed to sell before the event officially starts. All vendors must stop selling when the event ends.

12. Insurance Requirements

Insurance is mandatory for all events. NO EXCEPTIONS. If you provide your own insurance, The Brawley Chamber of Commerce must be listed as additionally insured with \$1,000,000 coverage.

13. Non-Responsibility Clause

The Chamber will not be responsible for or reimburse any fees if a vendor/booth is asked to shut down by the ICPHD or any other entity.

14. Refund Policy

Absolutely NO REFUNDS will be provided, even if a vendor does not show up on time or fails to attend the event at all.

15. Deposit Retrieval

All vendors who did not forfeit their deposit have from **November 18 until November 22 at 5:00 PM** to pick up their deposit. Failure to do so by the deadline will result in the forfeiture of the deposit. Chamber members who wish to roll over their deposit to the next event, must call the office to let us know before the deadline, or deposit will be lost.

16. Booth Space Assignment

The Chamber of Commerce will fairly assign booth spaces based on various factors, including vendor type, trucks, items being sold, and suggestions made by the Brawley Police Department to spread crowds and ensure a smoother event. The Chamber can accept suggestions and requests regarding booth space assignments; however, it is not guaranteed that your request will be fulfilled. If you have a food truck, it is your responsibility to arrive early to park your truck during the event. The Chamber is not responsible if you arrive late and have difficulty parking or setting up.

17. Behavior Policy

Please respect all Chamber staff and volunteers at all times. Inappropriate behavior towards any staff member or volunteer will not be tolerated, and the vendor will be shut down if any person related to them misbehaves.

18. Indemnification

Vendor agrees to indemnify and hold harmless the Organizer, its officers, employees, and agents from and against any and all claims, damages, liabilities, costs and expenses arising out of or related to Vendor's breach of any provision of this agreement or any negligent or wrongful act or omission by Vendor or its employees or agents.

By signing below, the vendor acknowledges that they have read, understood, and agree to comply with all the terms and conditions outlined in this contract. Any violation of these terms may result in the forfeiture of deposits, immediate removal from the event, and/or a ban from future events organized by The Chamber of Commerce for Greater Brawley.

Name

Signature

Date

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Section 2: Food Vendor-Specific Terms and Conditions

1. Food Preparation

Permits and Licenses

- Vendors are responsible for obtaining all necessary permits and licenses required by the Imperial County Health Department for food preparation.
- If preparing food at an approved facility before the event, vendors must complete and submit the required documentation for a Temporary Food Facility permit (TFF) **before October 11, 2024, at 5:00 PM.**
- Approved kitchen facilities must possess an annual permit issued by the Health Department.
- A TFF permit is valid for one single food booth only; if a vendor is operating more than one booth, a separate permit must be obtained for each location with separate applications.

Preparation and Serving

- All foods, beverages, and condiments provided to the public (including food samples) must be prepared within a food booth or an approved kitchen facility.

Health and Safety Compliance

- All foods and beverages must be prepared and served in compliance with the guidelines set forth by the Imperial County Health Department during the specified setup times.
- Vendors must ensure that all food products are fresh, safe for consumption, and stored at appropriate temperatures to prevent spoilage and contamination.
- Vendors must also maintain clean and sanitary food preparation and service areas throughout the event. Vendors are responsible for fulfilling all requirements set by the Imperial County Health Department, such as providing 20 gallons of water, handwashing stations, extra utensils, etc., or whatever applies.
- Vendors cooking with oil must place a tarp or mat under the cooking area. If cooking with an open flame, a mesh is required.

2. Food Vendor Restrictions

- Food vendors may only sell items approved by The Chamber of Commerce for Greater Brawley. Any additional food items intended for sale, raffle, or donation require prior approval from The Chamber.
- The Chamber may limit the number of food vendors.
- All food vendors must provide necessary health permits and liability insurance.

For questions regarding a Temporary Food Facility Permit (TFF) or its requirements, it is the vendor's responsibility to contact the Environmental Health Division directly, Monday through Friday, 8 AM - 12 PM & 1 PM - 5 PM, holidays excluded. The Environmental Health Division is located at:

Imperial County Public Health Department - Environmental Health Division
797 Main Street, Suite B
El Centro, CA 92243
Phone: (442) 265-1888 Website: www.icphd.org

Acknowledgment and Agreement

By signing below, the vendor acknowledges that they have read, understood, and agree to comply with all the terms and conditions outlined in this contract.

The vendor also agrees to adhere to all applicable regulations set forth by the event organizers and the Imperial County Health Department. Any violation of these terms may result in the forfeiture of deposits, immediate removal from the event, and/or a ban from future events organized by The Chamber of Commerce for Greater Brawley.

Name

Signature

Date