



2011 Portola Railroad Days – August 18 – 21

ART & CRAFTS VENDOR APPLICATION

Criteria and “The Rules”:

- Photographs of your booth and a description of items to be sold must be submitted with your application. If it is determined your entry is not suitable, your entry fee will be returned to you. If accepted, a confirmation letter will be sent to you.
- In the Arts & Crafts category, preference will be given to handcrafted items over mass-produced products.
- We will try to limit the number of “like” booths, and preference will be given, “1st come-1st served”.
- No toy guns, items that expel any material, or explosive devices are allowed. Portola Railroad days Association reserves the right to ban any item deemed unsuitable.
- Friday & Saturday nights, security patrols will be provided. Vendors are responsible for their own property. Portola Railroad Days Association and the City of Portola will not be responsible for any property loss or damage.
- Please provide your own canopies, tables and chairs, and cash box.
- Lights will be provided in the front of each booth. If additional electrical is needed, please indicate in space below.
- RV Camping will be available in designated area only, 1st come-1st served, \$10/Night. No RVs in vending area.
- Your signature below means you understand and will comply with “The Rules”.

Check In: Friday, August 19, between 9:00 am and 4:00 pm at the Check-In Booth next to the City of Portola Center Stage. Traffic signs will direct you to the proper location. At Check-In you will receive your space assignment and Event Information Packet.

Set-up Time: Friday, August 19 9:00 am to 4:00 pm - ***NO EXCEPTIONS***

Operating Hours: Friday, August 19 4:00 pm to 8:00 pm (*Live music continues after 8 - your option to stay open*)
 Saturday, August 20 10:00 am to 8:00 pm (*Golden Spike Parade begins at 11 am & Street Dance after 8 pm - it's your option to open earlier or stay later*)

Sunday, August 21 10:00 am to 4:00 pm

Tear Down Time: Sunday, August 21 after 4:00 pm - ***Please do not dismantle before this time.***

Event Fee: \$95.00 for a 10 x 10 space, \$50.00 for service organizations & not-for-profit—10 x 10 space

Make check payable to: ***Portola Railroad Days Association***, and Mail to: ***P. O. Box 355, Portola, CA 96122***
 For further information, contact Portola City Hall, (530) 832-4216 or Pat Bridge, (530) 836-0164 or
 Lorraine Wakefield, (530) 832-0446 or visit our website: www.PortolaRailroadDays.com

VENDOR APPLICATION

Name: _____
Include Business Name and Contact Person

Address: _____
Mailing Address, include City, State, Zip

Phone: _____ **Fax:** _____ **E - Mail:** _____

Have You Been to This Event Before? Yes No (If Yes, when _____)

Product(s) To Be Sold (Photo of Booth Required): _____

Describe Electrical Needs: _____

RV Parking Needed? Y / N, # Nights @ \$10 _____ **Describe vehicle** _____

Vendor Space Size: _____ (See space size/prices above)

Signature: _____ **Date:** _____

Applications must be received by July 29, 2011. No refunds after July 29th.
 In accordance with the Americans With Disabilities Act, if you require special assistance to participate in this event, please indicate on this application.