2015 Portola Railroad Days • August 21 – 23
P.O. Box 1602, Portola, CA 96122

VENDOR APPLICATION: ☐ Food ☐ Alcohol ☐ Commercial (vending)
☐ Non-Profit (non-vending) ☐ Public Service Please check appropriate box(es).

1. Vendors must comply with all applicable State of California, Plumas County, and City of Portola laws, permits, and ordinances including health requirements and State of California Franchise Tax Board licenses.
2. No weapons of any kind are allowed. No toy guns, items that expel any material, or explosive devices are allowed
3. All vendors will be assigned booth locations in the **Portola City Park** on Gulling Street.
4. On Friday, August 21th, live music will commence at 7:00 pm. On Saturday, August 22th, the Railroad Days Parade will begin on Gulling Street and the Classic Car Cruise-In will take place on Gulling Street adjacent to the park. Saturday entertainment begins at noon on the Portola City Park stage.
5. A common eating area will be provided as well as a common hand washing station
6. Please provide your own canopies, tables, chairs, and cash box. Please indicate your electrical needs on Page 2.
7. Vendors are responsible for their own property. Graeagle Lions Club, the Friends of Portola Railroad Days Citizen Interest Group, the Feather River Community Partnership, and the City of Portola will not be responsible for any property loss or damage.
8. For **insurance purposes**, we require that all Vendors provide us with the following:
   a. Certificate of Liability Insurance from your insurance company with limits of $1,000,000 per Occurrence and $2,000,000 Aggregate.
   b. Eastern Plumas Chamber of Commerce be named as additional insured on your liability insurance policy.
   c. Certificate of Workers Compensation Insurance (if you have employees)
   d. Signed and witnessed copy of the Hold Harmless Indemnification Agreement (available on our web site) for each booth worker
   e. California Resale Certificate Number
9. No camping is allowed inside of the Portola City Park however limited RV Camping will be available in a designated area only, on a 1st come, 1st served basis. A $10 fee per night applies at check-in. There is no guarantee that you will receive an RV Camping Spot and no hook-ups are available. If an RV Camping spot is desired, please notify us on the form below and the insurance requirements will be emailed to you. Local state park, national forest, and commercial camp grounds may be available and Lodging & Accommodation sponsors are listed on our web site.
10. Your signature on Page 2 means that you understand and will comply with all of the above requirements.

COMMERCIAL VENDOR CHECK IN: At the Portola City Park at the corner of Gulling Street and 1st Avenue. Signs will direct you to the proper location. At Check-In, you will receive your space assignment and Event Information Schedule.	Friday, August 21	**Between Noon and 5:00 pm**
COMMERCIAL VENDOR SET-UP TIME:	Friday, August 21	**Between Noon and 7:00 pm**
COMMERCIAL VENDOR OPERATING HOURS:	Friday, August 21	4:00 pm to Closing (Live music begins after 7:00 pm)
	Saturday, August 22	10:00 am to Closing (Live music begins after 7:00 pm)
TEAR DOWN TIME:	If you leave on Saturday, you must be gone by 7:00 pm although we encourage you to stay for the Saturday night concert audience.	
EVENT FEE - COMMERCIAL VENDOR:	Friday evening Aug 21 & Saturday Aug 22 **ALL DAY**	$40.00 for a 10 x 10 space
EVENT FEE - FOOD VENDOR: Friday night is a separate venue pre-negotiated with the Concert in the Park sponsors	Saturday, August 22 **ONLY ALL DAY**	$40.00 for a 10 x 10 space Set-up on Saturday between 6:00 am and 10:00 am
EVENT FEE - ALCOHOL VENDOR: Friday night is a separate venue pre-negotiated with the Concert in the Park sponsors	Saturday, August 22 **ONLY ALL DAY** Sold	$100.00 for a 10 x 10 space Set-up on Saturday between 6:00 am and 10:00 am Sold
NOTE: Non-vending non-profit organizations & public service entities are offered a 10 x 10 space for no charge however this form **must** be completed and returned.		

Make check payable to: ***Lions Railroad Days*** and mail to: ***P.O. Box 1602, Portola, CA 96122,*** ***along with your Certificate of Liability Insurance and Hold Harmless Indemnification Agreement for each booth worker (refer to paragraph #8 above).***

For additional information contact Patricia Ryan at 530-832-4566, PTRCRN62@GMAIL.COM, or visit our website: www.PortolaRailroadDays.com. **Refer to Page 2 for additional information**

Applications, Payment, and Hold Harmless Agreements must be received by Friday, July 31, 2015. No refunds after Friday, July 31, 2015
In accordance with the Americans With Disabilities Act, if you require special assistance to participate in this event, please indicate on this application.

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Refer to Page 1 for additional information

VENDOR APPLICATION PRODUCT LIST

Please list all items to be displayed and offered for sale (you can summarize types of products).
ONLY those items listed may be displayed and/or sold.

PRODUCT TYPES	PRICE RANGE

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Name: _____
Print Business Name **Print Point of Contact Name**

Address: _____
Print Mailing Address (include City, State, and Zip Code)

Phone: _____ Fax: _____ e-Mail Address: _____
Include Area Code **Print e-Mail Address**

Have you attended Portola Railroad Days in the past? NO YES (If YES, what year) _____
Circle one of the above

Please list all items to be displayed and offered for sale above. **ONLY** those items listed may be displayed and/or sold.

Describe electrical needs: _____

RV Parking Desired? NO YES No. of nights: _____ Type and Size of vehicle: _____
Circle one of the above **Refer to Item #9 on Page 1 for pricing and additional information.**

Vendor Space Size: _____ Refer to space size & prices on Page 1. If applicable, use the exact dimensions of your concession tent or trailer including awnings and permanent hitch to calculate your space requirements. If applicable, attach a diagram of the service window or opening location so that we can properly assign spaces.

TOTAL ENCLOSED: $ _____ **CA Seller's Permit Number**: _____

I, intending to be legally bound, for myself, my heirs, executors, and administrators, waive and release any and all rights and claims I may have against Eastern Plumas Chamber of Commerce, Friends of Portola Railroad Days Citizen Interest Committee, Graeagle Lions Club, City of Portola, their agents, promoters, and sponsors, and all persons, officials, and organizations affiliated with 2015 Portola Railroad Days. I acknowledge that I have read and fully understand my own liability and do accept this restriction.

Signature: _____ Date: _____

Print your Name: _____

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