



Vendor Booth Application - Use for both Profit & Non-Profit
Event Date: Saturday, December 7, 2019

Please print legibly – we will need use this information to send your packets.

Name of Company:
(Company or Non-Profit) _____

Circle one: Business Booth Business Booth (under the tent) Non-Profit
proof of status is required

Name of Contact Person: _____

Name & Cell# of Contact Person
For the day of the event: _____

Address: _____

City & Zip: _____

Email: _____ Phone # _____

How many booths do you require? (standard booth space is: 10 x10) _____

Please provide a brief description of what are you selling or advertising? Will you be handing out food samples? If yes, you must attach the SMCHD food application form.

Any special requirements?
If yes, what are they? _____

Booth Fees: \$250 for 10' x 10' food vendor space (everyone)
\$225 for 10'x10' for under the tent (new this year, no tent needed) 24 commercial spaces only, first come first serve
\$150 per non-food 10x10 space;
\$75.00 per 10x10 space for non-profit with under \$250,000 budget;
\$125 for non-profit with over \$250,000 budget

It is mandatory that your tent has sand bags on all four corners.

(proof of non-profit status is required, if new vendor)

I/We hereby waive, release, and discharge any and all claims for damages, personal injury or property damage which may hereafter occur to me/us as a result of my/our participation in said event. This release is intended to discharge in advance the Downtown Business Group as the lead member of the volunteer group, the staff members, officials or any public entities (and their respective agents and employees) from or against any and all liability arising out of or connected in any way with my/our participation in said event, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above.

I/We also give permission for any photos/videos/recordings taken of me and anything affiliated with my booth may be used in any publications and for any promotional uses (such as event publication, etc.)

Signature: _____

Date: _____

Please mail your check (**payable to: Hometown Holidays**) and return with this application to:
Hometown Holidays, Redwood City Downtown Business Group; PO Box 1266 Redwood City, CA 94064

HH Use Only: Recd:

Accepted:

Packet Mailed:

Important Notice Please Read

You will need to supply your own tent/canopy (if needed), tables, chairs and any items you will need for your booth, including signage. Hometown Holidays does not supply any tents/canopies, tables, chairs, etc. The booth fee is for only the space your booth will be located at. It is mandatory that your tent has sand bags on all four corners.

No water or electricity will be provided. If you intend to use a generator, propane tank, or plan to do any cooking, you must indicate it on the application, and you will need to submit the required forms to Hometown Holidays for Health Department permits. Both the Redwood City Fire & San Mateo County Health Departments will be onsite the day of the event to inspect all food vendor booths.

We have changed the location of the on-food vendors so that they will not be on Broadway and will not have to move to make room for the parade. Vendors can stay until 7 p.m.

You need to stay until the event is over the hours are 10 am to 8 pm and you are required to stay for the entire time. Once you are assigned a spot you will not be able to move, no changes will be made on the day of the event.

Vendors are responsible for their own sales tax collection and reporting. A temporary California Sellers Permit/Resale number can be obtained for no charge. Call 800-400-7115 or go to www.boe.ca.gov

Booth space will be assigned by event coordinators and the contact person will be emailed an information packet, which will include directions, booth assignment, setup details, etc. Previous vendors will have location priority over newer ones.

Due to space limitations, the Hometown Holidays Committee reserves the right to limit the number and type of booths.

For more information, call:
Regina Van Brunt, (650) 455-5144

