



Combat Center 65th Anniversary Celebration & Street Fair

Saturday, September 23, 2017

Marine Corps Air Ground Combat Center Twentynine Palms, California

Vendor Application

Name of Business/Organization _____

Contact Person _____

Address _____

Phone Number (_____) _____ - _____ E-Mail Address _____

Describe Merchandise For Sale: _____

PLEASE READ AND INITIAL:

_____ Retail vendors agree to comply with all county and state laws and regulations. **ALL** vendors selling merchandise are required to have the appropriate license.

_____ **All Home Based** vendors selling merchandise are required to be registered with MCCS, the housing office and have appropriate permits.

_____ ALL vendors selling or providing food/beverage items must be in possession of all approved permits, forms and health permits.

Note: All food vendors must provide their own hand-washing sinks in their booths. Ware-washing sinks WILL NOT be provided by the event organizer.

_____ This application, along with payment in full, copies of all applicable permits, and proof of liability insurance (**naming Marine Corps Community Services as an additional insured with respects to General Liability**), must be received **PRIOR** to the event to guarantee participation.

_____ **MCCS reserves the right to refuse any vendor.** Applications **WILL NOT** be accepted until full payment and all copies of necessary permits and paper work are provided.

_____ Only one business type per category will be assigned a space at the Street Fair.

_____ Refunds will not be offered after **September 8, 2017.**

Vendor Requirements

1. Vendor forms must be completed and returned to appropriate MCCS office.
2. Fire extinguishers are **REQUIRED BY LAW** for any vendor using a generator, propane tanks, or other flammable or combustible substances.
3. Vendors must provide all supplies and equipment including booths, tables, chairs, etc. Vendors are requested to supply their own power. Electrical hookups are limited. Extension cords should be at least 100' in length. Please indicate on the following page if you will need 220-volt service. Weather is unpredictable; be prepared in case of wind. All pop-up canopies **MUST** be secured. No exceptions will be made.
4. All merchandise must remain in your assigned space. **DO NOT** encroach upon adjacent vendor spaces, sidewalks, or roadways. Assigned space must be cleaned and free of trash and debris prior to departing.
5. **Set up may begin at 6:00am for 8:00am-1:00pm spaces and set up may begin at 2:00pm for the 4:00pm to 9:00pm spaces.** Vendors cannot shut down prior to the close of the event time slot for any reason without prior written authorization from Special Events Manager.
6. Each vendor will have a 10x10 space available. Vendors must provide their own setup.
7. Vendors participating in the **Cooperative Tent** will have one 6' table and one chair provided.
8. Information booths will have one 6' table and one chair provided in a cooperative area.
9. Vendors are responsible for tearing down and cleaning their assigned areas. Vendors must check out with the Special Events Manager prior to leaving the venue.
10. Cooperative Tents and Unit Vendors will be assigned the 8am-1pm time slot.
11. Each Vendor understands that only one business type per category will be awarded a booth or space at the event.
12. Vendor and his/her employees shall observe and comply with all installation rules and regulations applicable to contract personnel, including those applicable to the safe operation of vehicles, and shall not be present in locations not required for the proper performance of this contract.

First completed contracts and applications paid in full shall be awarded a space for their business type.

No refunds will be issued due to inclement weather or acts of nature occurring during the event. Should the event be canceled prior to opening at 8:00am, the vendor will be refunded the entire amount paid. All refunds will be mailed within 30 days of the event.

Vendor Fees

Mark the following:

8:00am to 1:00pm Unit Food Vendors and Cooperative Opportunities

Unit Vendors: \$75.00 (10x10space)

Active Duty/Spouse Home Business Table Only (**ID REQUIRED**): \$25.00 (cooperative space, 6'table only)

Non-Profit*/Information Only Vendors: \$20.00 (cooperative space, 6'table only)

***Proof of Non-Profit 501(c)(3) status must be provided along with this application.**

4:00pm to 9:00pm Vendor Opportunities

- Food Vendors: \$175.00 (10x10 space)

- Retail/Craft Vendors: \$75.00 (10x10 space)
- Retail/Craft Vendors (Active Duty/Spouse/Retirees **ID REQUIRED**): \$50.00 (10x10 space)

- Check here if electricity is needed

PLEASE READ AND INITIAL:

_____ By execution of this entry form, the undersign hereby releases, discharges and agrees to indemnify, defend, and hold harmless **MCCS**, the U.S. Government, the U.S. Marine Corps, and their officers and employees, agents, successors, and assigns, from and against any and all claims, damages, liabilities, losses, government proceedings, and costs and expenses, including reasonable attorneys' fees and costs of suit, arising out of any or all aspects of the his/her involvement in the September 23, 2017 Street Fair.

_____ I understand that at this event or related activities, I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by the event holders, producers, sponsors, organizers, and assignees, without any expectation or right to compensation.

_____ I understand that if I should set up a canopy tent, it must be secured to ensure the safety of myself, other individuals and property at the event. By affixing my initial on this form I acknowledged it is recommended that a 10' x 10' outdoor vendor tent needs a minimum of 40lbs. per leg, or 160lbs total, to be stabilized in wind when set up on a hard surface such as a street or sidewalk.

_____ I agree to not breakdown, relocate or remove my food, beverages or merchandise and informational items from the assigned booth no earlier than my time slot allows on September 23, 2017.

Printed Name

Signature

Date

For more information, please contact the MCCS 29 Palms Special Events Manager:

760-830-5086

rachael.pennington@usmc-mccs.org

mccs29palmsinfo@usmc-mccs.org

www.mccs29palms.com



Please submit your Vendor's Application

All other **REQUIRED DOCUMENTS** will be sent/requested from appropriate offices to include but not limited to:

- SELLER'S PERMIT
- TEMPORARY FOOD EVENT COORDINATOR'S APPLICATION
- W-9
- CERTIFICATE OF LIABILITY INSURANCE, ***Naming Marine Corps Community Services as an additional insured with respect to General Liability***
- PAYMENT IN FULL
- PROOF OF NON-PROFIT 501(c)(3) STATUS, if applicable

Applicants **WILL NOT** be assigned a space until full payment and all necessary documents are provided.