

**First Weekend in October**

Elk Grove Regional Park  
10 am - 5 pm

Presented by



**CSD GIANT Pumpkin**  
Festival of Elk Grove

Cosumnes Community Services District  
Parks and Recreation Department

8820 Elk Grove Boulevard  
Elk Grove, California 95624

916.405.5300 • www.yourcsd.com

**2009 Vendor Application**  
**Deadline – July 31, 2009**

VENDOR INFORMATION – PLEASE FILL OUT COMPLETELY – PRINT OR TYPE

Business Name:	Business Phone:
Contact Person:	Alternate Phone:
Address:	Fax:
City, State, Zip:	Email:
California Resale License:	Federal Tax ID or Social Security Number:

**This application is for (check one only):**

Craft Booth  Merchandise Booth  Community Education  Children's Activity Booth

**LIST ALL ITEMS BELOW THAT YOU WISH TO SELL OR EXHIBIT:**

Craft and Merchandise vendors must submit photos of items to be sold; these will not be returned.


I have read the regulations included with this application and agree to comply with the conditions set forth.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Vendor:

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## BOOTH SPECIFICATIONS & FEES

**Vendors, excluding Children's Activity Booth, are required to supply their own tents, tables, and chairs (no personal generators are allowed).**

### **BOOTH FEES**

You must buy enough space to fully accommodate your display booth. Space is sold in 10 x 10 increments.

#### **Space Reservation**

Totals

##### **Craft Booth**

Number of 10 x 10 spaces \_\_\_\_\_ x \$150                      \$ \_\_\_\_\_

##### **Merchandise Booth**

Number of 10 x 10 spaces \_\_\_\_\_ x \$240                      \$ \_\_\_\_\_

##### **Community Education Booth**

Number of 10 x 10 spaces \_\_\_\_\_ x \$25                      \$ \_\_\_\_\_

##### **Children's Activity Booth (Game Booth)**

Number of 10 x 10 spaces \_\_\_\_\_ x \$50                      \$ \_\_\_\_\_

Please check one:

\_\_\_\_ Organization will provide game (must be approved by CSD).

\_\_\_\_ Use game provided by the CSD (assigned on a first availability basis).

##### **Certificate of Insurance for \$1,000,000**

\$65

\$ \_\_\_\_\_

(Required by all vendors; excluding Community Education)

##### **Electrical Service (No generators allowed)**

20 AMPS (110 volts) x \$ 100

50 AMPS (220 volts) x \$ 150    \$ \_\_\_\_\_

Please list all appliances or items that will need electricity:

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**Late Fee** (Application turned in after July 31, 2009)

\$25

\$ \_\_\_\_\_

**Total Booth Fees**    \$ \_\_\_\_\_

## Vendor Definitions:

**Craft Booth** sales are limited to hand-crafted original work items. IF YOU DID NOT MAKE IT YOURSELF, DO NOT BRING IT. Photos of all items to be sold is required with application (photos will not be returned). Craft vendor applications will be juried. Acceptance is based upon artistic standards and interpretation of photos.

**Merchandise Booth:** Vendors in this category are defined as **retail businesses that operate without a storefront that have tangible retail products for purchase on site.** Business providing a service and do not have a storefront or a product that can be exchanged on the Festival site will be considered as a Festival sponsor only (see Sponsor application for details). Selection of merchandise vendors will be juried by a Festival committee based upon Festival standards for quality. Photos of all items to be sold is required with application (photos will not be returned). The Festival reserves the right to admit duplicate businesses based on Festival needs and size. Exclusivity may be extended at the Festival's discretion.

**Community Education** booth space is limited to non-profit organizations for the express purpose of information and educational material dissemination. Onsite sales and raffles are not permitted in this category.

**Children's Activity Booth** is a group fundraising opportunity. Only non-profit organizations can host a Children's Activity Booth. The purpose of a Children's Activity Booth is fundraising for your host group. Dissemination of information and educational material is not allowed. Games are provided by the CSD unless the group requests to provide their own. Games will be assigned on a first availability basis. Custom games must be approved by the CSD. All games this year must be Pumpkin or Themed based. It is the group's responsibility to provide enough prizes for the entire two-day event. For event consistency, the CSD will provide tickets and signage. The group can expect payment for 85% of the gross revenue, based on tickets collected. Payment will be mailed to the organizing group 2-3 weeks following the event.

## General Information

The CSD GIANT Pumpkin Festival of Elk Grove is presented by the Cosumnes Community Services District (District). In 2008 an estimated 35,000 guests were welcomed over its two days. The Festival draws attendance through the greater Sacramento region and additional visitors and pumpkin growers from throughout the state.

## Festival Hours

The Festival operates 10 am to 5 pm both Saturday and Sunday.

## Location

Elk Grove Regional Park, 9950 Elk Grove-Florin Road, Elk Grove, CA 95624

### **General Provisions:**

- The District does not guarantee vendor sales.
- The CSD Giant Pumpkin Festival of Elk Grove is a rain or shine event. There are no refunds due to inclement weather.
- Vendors can only sell or hand out information from their assigned "10X10" space. Walking the grounds to sell merchandise or hand out fliers is strictly prohibited.
- Vendors are prohibited from selling any type of food or drinks.

### **District Responsibilities:**

- A limited number of vendors in any category will be accepted into the festival. Decisions are based on, but not limited to, history, items to be sold, payment and date of paperwork received. Accepted vendors will receive a confirmation packet the week of September 7, 2009.
- Children's Activity Booth vendors will be contacted after application is received to finalize game selection. If providing own game, it must be approved in advance by the District.

### **Vendor Responsibilities:**

- Payment is due at time of application. If vendor is not accepted into the festival, payment will be refunded within 2-3 weeks after deadline.
- Booths sizes are 10'x10' and situated on the grass. Vendors, excluding Children's Activity Booth, are required to supply their own tents, tables, and chairs (no generators are allowed). Placement of your booth is not guaranteed and is at the discretion of festival management.
- Craft and Merchandise vendors are responsible for acquiring a seller's permit through the California State Board of Equalization; a copy of permit must be submitted with application and must be posted at your booth. Vendors are responsible for submitting their own resale taxes.
- All fire codes, laws, ordinances, and regulations pertinent to health, fire prevention, and public safety shall be strictly obeyed.
- Every booth must be equipped with a 2A:10B:C fire extinguisher bearing a current California State Fire Marshal service tag, and be fully charged, and placed in an accessible location near the exit of the structure. Or a new fire extinguisher, minimum five (5) pounds, with the sales receipt taped to the side of it for visual inspection.
- Vendor agrees to allow the District to take photos of your booth and product during the Event, for no additional compensation. Photos taken of your product/booth may be used in CSD promotions.
- Vendor/staff/employees/agents will comply with all vendor policies. Failure to comply can result in expulsion from event without a refund.

### **Vendor Insurance:**

ALL VENDORS, EXCLUDING COMMUNITY EDUCATION VENDORS, ARE REQUIRED TO PROVIDE A CERTIFICATE OF INSURANCE COMPREHENSIVE GENERAL or COMPREHENSIVE PERSONAL LIABILITY coverage for a minimum of \$1,000,000 Per Occurrence, \$2,000,000 Aggregate naming the Cosumnes Community Services District and the County of Sacramento, additional insured. If you do not currently have an insurance policy, a policy for this event is available for purchase through the Cosumnes Community Services District, for an additional fee of \$65.00.

The vendor shall provide a certificate of insurance to the Cosumnes Community Services District evidencing such coverage with application or submit payment. The CERTIFICATE must name: Cosumnes Community Services District, 8820 Elk Grove Blvd. Elk Grove, CA 95624. The following statement must appear on the certificate: "Additional Insured Endorsement names the Cosumnes Community Services District and County of Sacramento, its directors, agents, or employees are included as additional insured."

### **Non-Transferable**

Acceptance of this application constitutes an agreement between the applicant and the District. This agreement is not assignable or transferable without the express written consent of the District.

### **Independent Contractor**

Vendor shall perform all services required under this application as an independent contractor of the District and shall remain, at all times as to the District, a wholly independent contractor with only such obligations as are required under this application. Neither vendor, nor any of its employees, shall be considered an employee of the District.

### **Indemnification**

Vendor shall defend, indemnify and hold harmless the District and the District's trustees, officers, employees and agents, from and against any and all claims, actions, liability, damage, loss or obligations, including all costs, demands, expenses, expert fees and costs, and attorney's fees arising out of Vendor's activities pursuant to this application, including by way of illustration and not limitation, the following: (a) any injury to or death of any person or damage to or destruction of any property occurring in or on Vendor's equipment, or any part therefore; (b) any default by Vendor's in the observance or performance of any of the terms, covenants, or conditions of this application ; or (c) the use, occupancy, or condition of Vendor's equipment or activities therein.

**APPLICATION CHECKLIST:**

**Make sure your application is complete and includes the following items:**

- Filled out this application completely (Turn in page 1 & 2)
- Signed and date your application
- Included all required fees
- Certificate of Insurance (Excluding Community Education vendors)
- Copy of Seller's permit (Crafter and Merchandise vendors)
- Photo of all items to be sold (Crafter and Merchandise vendors)

**Completed applications and payment must be submitted by no later July 31, 2009 to:**

CSD Giant Pumpkin Festival of Elk Grove  
c/o Cosumnes Community Services District, Parks and Recreation Department  
8820 Elk Grove Blvd., Suite 3  
Elk Grove, CA 95624  
ATTN: Heather Shortino, Event Coordinator