

Vendors	For- Profit	Non-Profit With Sales	Non-Profit Without Sales
Cost – only six allowed for each category. First come first served. \$200 \$100 Free
NO FOOD BOOTH VENDORS			

**St. Paul's Cinco de Mayo 2008 Booth Application
Saturday, May 3rd, 2008**

Applicants must provide **full payment** to the secretary of St. Paul's Church.

at 1845 Church Lane, San Pablo, California, 94806, 510-232-5931, Ext. 19 between the hours of 9:00 a.m. and 6:00 p.m., Monday through Thursday.

Call 510-232-5931 Ext. 19 if you have any questions.

The cost includes a 10 X 10 Canopy, one table and two chairs. Set up time will be between 7:00 a.m. and 9:00 a.m. and booth layout will be provided by April 13th, 2008.

Your vehicles must be removed from the parish grounds by 9:00 a.m. Special Vendor parking will be provided on Dover Street, north of St. Paul's Church.

Only booth fees will be refunded if the event is cancelled due to severe weather or other act of nature.

Name of business/Organization:

Applicant's Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

of spaces requested: _____ Fax: _____

Email address: _____

Electricity needs: (See electrical notes): _____

A 10 X 10 Canopy Will Be Provided.

Specific description of booth and products to be sold

The Cinco De Mayo Committee of St. Paul's Church assumes no responsibility for any loss, damage, injury or claim arising out of the participants' acts or omissions in it's Cinco de Mayo "Family Day"

Participant's signature: _____

Make payment out to ST. PAUL FUNDRAISER and return to the front office of

St. Paul's Church

1845 Church Lane

San Pablo, California 94806

Office Hours: 9 a.m. – 6 p.m., M-Th.

Booth Space & Canopy: Booth space is 10ft. x 10 ft. A total of 6 booths in each category will be permitted for the event. Booth rentals are limited and are first-come, first-served. A table and two chairs are included in the price. You will need to provide any special canopy needs such as clamps or wall coverings.

Setup/Breakdown/Event Hours: The Cinco de Mayo Celebration will run from 10 a.m. to 5 PM. For unloading and set-up purposes, vehicles will be allowed on parish grounds from 7:00 a.m. to 9:00 a.m. on Saturday morning, May 3rd. You may not begin assembling your booth and display until after your vehicle is removed from the booth area. We ask for your cooperation during these very congested early morning hours. No vehicles will be allowed in the staging area during event hours. You may close your booths at any time, but vehicle access is not permitted until 5 PM on Saturday evening. If you wish to remove your merchandise from the staging area before the ending times, you will have to walk or hand-truck your merchandise off.

Electrical: Please state in your vendor application should you have electrical needs

Sales information: The Cinco de Mayo Committee reserves the right to determine the business/organizations/activities most suitable for the Celebration. Preference will be given to those whose products are in the spirit of celebrating Cinco de Mayo. Others will be considered on their appropriateness and/or enhancement to the festival.

Clean up: The clean-up of the booth area is the responsibility of the vendor. Area must be cleaned immediately upon closing. Trash cans and recycling bins will be provided by the event and distributed throughout the festival area

Booth Décor: The Festival Committee asks that all vendors use tables, sandwich boards, easels, etc. to display all goods for sale. No item will be displayed on the ground. Signage and decorations of booths is encouraged as long as it is in good taste and doesn't interfere with neighboring vendors. The Festival Committee reserves the right to remove any decor or message deemed inappropriate for the event. No amplified music (i.e. boomboxes) is allowed that interferes with neighboring vendors. Vendors marketing their own music, tapes, CDs are expected and allowed to use amplified devices, but may not interfere with stage performances.

Space Assignments: Booth space assignments and notification will be made on a first come, first served basis, according to the date the completed registration form and payment received. We strongly urge you to reserve your space A.S.A.P.

Booth fees are not refundable. For additional information regarding booth applications call our office. Booth confirmations, space assignments will be made available no later than April 13th, 2008. Please call 510-232-5931x19 for these assignments. Applications will be accepted until the event date as long as space permits.