



# 2017 VENDOR APPLICATION

**\*\*Balboa Park December Nights at a Glance\*\***

Friday, December 1<sup>st</sup> 3:00-11:00pm & Saturday, December 2<sup>nd</sup> 12:00-11:00pm. Balboa Park December Nights is a fun, free, family event. It is the largest free festival in San Diego with more than 350,000 visitors during the 2-day event. More than 75 entertainment acts on 10 stages. Free admission to the public for 15 Balboa Park museums.

## Applicant Information

Business Name:	Tax ID #:
Contact Name:	Email Address:
Business Address:	
Mailing Address (if different from above):	
Phone Number:	Website:
*City of SD Sellers Permit #:	*County of SD Health Permit #(if Food Vendor):
Have you participated in December Nights in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list which years participated: _____	
Complete list of products to be sold at Balboa Park December Nights:	

\*Physical copies of Sellers Permit and Health Permit (TFF) will be required upon acceptance.

## Acceptance of Terms and Conditions

I, \_\_\_\_\_ (name), from \_\_\_\_\_ (Business name) have read and understand all the terms and conditions set forth in this application and in the 2017 Vendor Application Information document for 2017 Balboa Park December Nights. I further agree to abide by all terms and conditions included in both documents, including the cancellation policy (Item 22).

Signed: \_\_\_\_\_  
Name Vendor Name Date

Printed Name Printed Vendor Name

**Application Deadline: August 01, 2017** A late fee WILL BE CHARGED if application is received after this date





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## PRICING LIST

Tenting is provided in ALL areas. You may NOT use your own tent.  
 Food Vendor spaces include a 10x10 booth space and a 5 x10 prep/storage area, electricity, and one hanging light.. All of our equipment must remain in this space.

Non-Food Vendor spaces include a 10x10 booth space, electricity, and one hanging light. All of your product and equipment must remain in this space.

**The event does NOT provide tables, chairs, electrical extension cords, hand washing set ups, fire extinguishers, or ice. The prices are for a 2-day rental.**

Food Vendor Space Fees		Prepackaged Vendor Space Fee		Required	
PRIME Food	\$ 1,800.00	PRIME Pre-Packaged	\$ 1,450.00	Non-Refundable Deposit - All Other Food Vendors	\$ 250.00
PLUS Food	\$ 1,700.00	PLUS Prepackaged	\$ 1,350.00	Non-Refundable Deposit - Food Truck ONLY	\$ 200.00
STANDARD Food	\$ 1,600.00	STANDARD Prepackaged	\$ 1,250.00		
				<b>Additional</b>	
		<b>Arts &amp; Crafts Vendor Space Fee</b>		Early Load-In Fee (Thu, 5pm)	\$ 100.00
		STANDARD Arts & Crafts	\$ 800.00	Additional Electrical (per 20 amps, see below)	\$ 100.00
		CORPORATE Lead Generator	\$ 1,200.00	Late Fee (MUST include if sending after 8/1)	\$ 100.00
				GRAND TOTAL	

Place a (X) next to your choices.

### ELECTRICITY NOTES:

Each Vendor will receive access to (1) 20 amp/110 volt outlet of power ONLY. You may not bring your own generator. You must bring your own extension cords and power strips for distribution. ALL appliances must conform to the Uniform Fire Code of San Diego County. If you need more than 20 amps of power, please indicate this above on how much additional you will need and enclose the fee of \$100 per each additional 20 amp service. If you exceed your electrical and continue to trip the circuit, you will **need to either remove the excess equipment or pay the electrician at overtime rates to have electrical power restored. The actual cost for the restoration of power will vary based on access and type of service needed. NO RESTORATION ELECTRICAL WORK WILL BEGIN UNTIL CASH PAYMENT IN FULL HAS BEEN RECEIVED.**

\*Electricity Needs: If you are not sure about your needs, please consult with Vendor Coordinator.

Rejected applications will be returned with payment. Accepted applicants will be notified via email. If you have not heard anything from us by November 1, 2017, please email Carin Alexander

**All space assignments are made at the discretion of the Vendor Coordinator.**

## Payment

Payments received on or before August 1, 2017 must be made by Credit Card, Money Order, Personal, Business or Cashier's Check

Payments received between August 2, 2017 and November 1, 2017 **MUST INCLUDE LATE FEE** and must be made by Credit Card, Money Order, Personal, Business, or Cashier's Check

Payments made AFTER November 1, 2017 **MUST INCLUDE LATE FEE** and can only be made by Credit Card or Cashier's Check **ONLY**

Checks must be made to **BALBOA PARK CONSERVANCY/DECEMBER NIGHTS**.  
 Credit Card charges will appear on your statement as **Balboa Park Conservancy**.

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## IF PAYING BY CHECK

Check Signature: \_\_\_\_\_

By signing above, you are authorizing The Balboa Park Conservancy to cash your check with the "Grand Total Amount" as listed on page 2 of this application. You also agree to be bound by all Balboa Park December Nights Terms & Conditions as listed in this application and in the 2017 Vendor Application Information document.

## IF PAYING BY CREDIT CARD

Circle CC Type                      VISA                      MC                      AMEX                      DISCOVER

Credit Card # (15-16 digits):

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CVN Code (3-4 digits):

Expiration Date (month/year):

Billing Zip Code:

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Cardholder Name (Printed): \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

By signing above, you are authorizing The Balboa Park Conservancy to charge the credit card above with the "Grand Total Amount" as listed on page 2 of this application. You also agree to be bound by all Balboa Park December Nights Terms & Conditions as listed in this application and in the 2017 Vendor Application Information document.

## Special Event Insurance (ALL Vendors)

Each vendor is REQUIRED to carry Special Event Insurance coverage. The certificate of insurance from your carrier must indicate liability limits of one million per occurrence and two million aggregate. The verbiage above must be listed as your "Additional Insured." The certificate must include the language "Balboa Park December Nights 2017" and the policy must be in effect for the event itself as well as all set-up and tear-down times from 7:00 am on November 30<sup>th</sup> through 6:00 am on December 3<sup>rd</sup>. If you have any questions regarding this requirement, please contact Carin at carinaalexander@cox.net

### PLEASE INCLUDE PROOF OF PROPER INSURANCE COVERAGE WITH YOUR APPLICATION

You must have the following listed under "Additional Insured" on your policy:

A. "The City of San Diego, its elected officials, officers, employees, representatives, volunteers and agents" shall be named as additional insureds. Additionally, "The Balboa Park Conservancy, its officers, Board members, employees, representatives, volunteers and contracted agents" shall be named as additional insureds. Additionally, "Productions by Parker, Inc., its owners, employees, representatives, volunteers and contracted agents" shall be named as additional insureds.

Mail your certificate to:

**Balboa Park December Nights**  
**9450 Mira Mesa Blvd Ste. C**

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San Diego, CA 92126

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**APPLICATIONS WITHOUT EVIDENCE OF PROPER COVERAGE WILL NOT BE CONSIDERED**

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## Application Checklist

	1. <b>Complete Application</b> (pages 1-5 & Addendum including all information fields and required signatures) Food vendors with application approval
	2. <b>An acceptable form of payment</b> (credit card; check; money order or cashier's check BEFORE 9/01/17 OR credit card; cashier's check, or money order AFTER 9/01/17)
	3. <b>Copy of Insurance Certificate</b> (with proper coverage and verbiage listed for "Additional Insured")
	4. <b>Product Information</b> (listing all items, prices, and photos - if applicable)

\*Incomplete applications will not be processed. Your application is considered complete only when ALL paperwork and FULL payment are received. The Balboa Park Conservancy reserves the right to place vendors within the event according to the Master Plan. Submitting an application does not guarantee a vendor space. The Balboa Park Conservancy reserves the right to determine those businesses, products, and activities appropriate for Balboa Park December Nights. Rejected applications will be returned with payment. Accepted applicants will be notified via email. If you have not heard anything from us by November 1, 2017, please email Carin Alexander at [carinalexander@cox.net](mailto:carinalexander@cox.net)

## Turn It In!

<b>MAIL</b> Balboa Park December Nights 2017 Attn: Vendor Coordinator 9450 Mira Mesa Blvd, Ste C San Diego, CA 92126	<b>Email (PDF only)</b> <a href="mailto:sonya@productionsbyparker.com">sonya@productionsbyparker.com</a>
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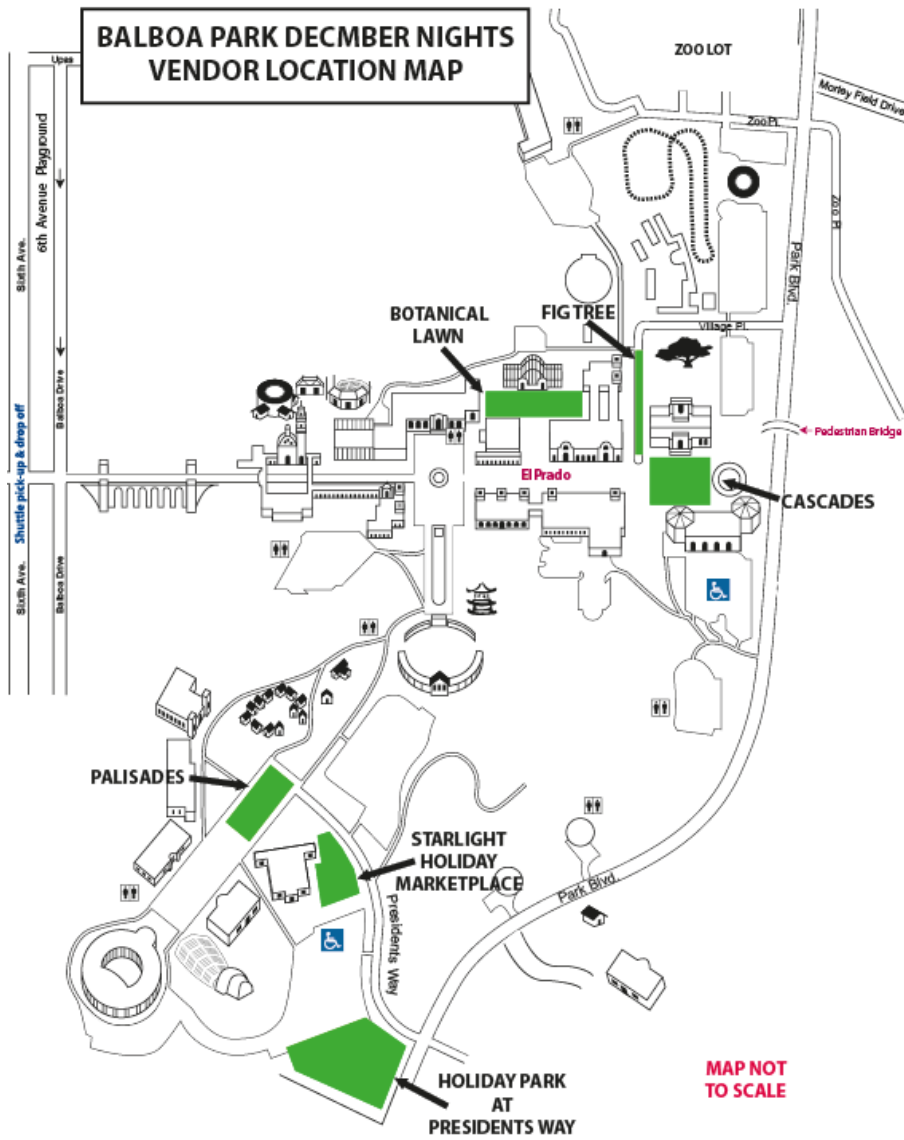
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