

D O W N T O W N  
**TRUCKEE THURSDAYS**  
Think local. Be local. Buy local. Give local.

**COMMERCIAL RETAIL VENDOR PACKET  
INSTRUCTIONS & CHECKLIST**

Make sure you have included the following items:

- \_\_\_\_\_ Vendor Application - (3) pages
- \_\_\_\_\_ Photos of Artisan Product to be sold
- \_\_\_\_\_ Signed Hold Harmless Agreement
- \_\_\_\_\_ Copy of CA Sellers Permit

Return completed forms and payment by:

MAIL:

TDMA | PO Box 1356 | Truckee, CA 96160

FAX: (530) 903-5778

EMAIL: [info@truckeethursdays.com](mailto:info@truckeethursdays.com)

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**2017 APPLICATION FOR VENDOR SPACE  
TRUCKEE COMMERCIAL RETAIL BUSINESS VENDOR**

**VENDOR INFO:**

**Name of Commercial Business:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Location Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**CA Sellers Permit # (Mandatory):** \_\_\_\_\_ **Copy of Certificate Must be Attached**  
*All vendors must have a California Sellers Permit and it must be in plain view at all times during the event.*

**Description of merchandise to be sold at event:**

\_\_\_\_\_  
\_\_\_\_\_

*(Note: Select merchandise may be disqualified if in direct competition with a business located in the Historic Downtown Core.)*

- **Commercial Retail Business Vendors must have a retail brick and mortar commercial business that operates during normal business hours on a year-round basis within the Town of Truckee.**
- Goods intended to be sold by Vendor at the Event must be those sold in the typical course of business at business' commercial location.
- Truckee brick and mortar **service-based businesses do not qualify** as Commercial Retail Vendors. Exceptions are Health & Wellness businesses and are limited to 3 events (i.e. salons, massage, fitness, & acupuncture.) See Rules & Regulations for more information. Sponsorship information available for opportunities to participate in event.
- Businesses located in the Historic Downtown District; are current members of the TDMA; and are operating as both service and retail (hybrid) type businesses are eligible to participate in the event on a limited basis. See Rules & Regulations for specifics.
- You must list ALL items you plan to sell on this application.
- Vendors may not sublet or apportion space to anyone else without prior permission from Committee.
- Event Staff reserves the right to deny participation in; remove from event; or change booth space locations without notice.

**To be completed by Event Manager:**

**Date Application Received:** \_\_\_\_\_

Complete Signed Application & Payment

Photos of Product

Copy of CA Sellers Permit

Hold Harmless Agreement

Premium Space Requested

**Booth Space & Payment Information:**

**COMMERCIAL RETAIL BUSINESS LOCATED WITHIN HISTORIC DOWNTOWN TRUCKEE DISTRICT:**

**TDMA Member            \$50/week / 10’x10’ space**

- *Discounted applies to (1) booth space per commercial address*
- *2 booth space maximum; additional space charged at \$60*
- *Must be a paid TDMA member and located in the Historic Downtown District*

**Non-Member            \$60/week / 10’x10’ space**

- *Business must be located in the Historic Downtown District*

**COMMERCIAL RETAIL BUSINESS LOCATED IN TOWN OF TRUCKEE (outside Historic Downtown District)**

**\$65/week / 10’x10’ space**

**Circle Participating Dates: 6/8 6/15 6/22 6/29 7/06 7/13 7/20 7/27 8/03 8/10 8/17**

**Total Number of Weeks Requested: \_\_\_\_\_ x \$ \_\_\_\_\_/week = \_\_\_\_\_**

**If attending all eleven (11) weeks:**

**Premium Vendor Space Available**

- There are a limited number of Premium Booth Spaces available for an upgrade fee.
- Priority will be given to Historic Downtown Truckee Business Vendors.
- Additional upgrade fees will be billed to Vendor upon selection and paid prior to start of Event.

**Three (3) Sided End Cap (Located at end of Zone with three exposed sides)            Additional \$275/season**

**Two (2) Sided Booth Space (Booth space with two exposed sides)            Additional \$165/season**

**Payment can be made as follows:**

**Check** made Payable to the Truckee Downtown Merchants Association **OR**

**Credit Card:** fill out information below.

<b>Visa/Master Card Number</b>	<b>Expiration Date</b>	<b>CVV Code</b>	<b>Amount Paid</b>
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<b>Name on Credit Card</b>	<b>Billing Address</b>
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- Payment must be submitted with application and will be processed when application is accepted (or returned if not accepted.)
- Space is allocated and charged per 10’x10’ section; any space used beyond the first 10’x10’ area will be charged for a second space. (2 booth maximum)
- Request for vendor space must be made a minimum of one-week prior to participation.
- Vendor booth fees must be paid a minimum of one week prior to scheduled date.
- Cancellations and Refunds: If a Vendor cannot attend an event they have already paid for, the Vendor must notify Event Staff via email ONE WEEK (on or before the Thursday) prior to event date in order to receive a credit for the Thursday missed. Failure to notify in this time frame will result in a forfeiture of booth fees.
- No refunds for the 10% PRE-PAY discounted vendor fees.
- Vendors who do not give notice of cancellation will be considered “no-show” for the event. Zero tolerance for no-shows; may result in being banned from future participation.
- Rain/Weather Policy: If Event is delayed, postponed, or cancelled on the day of the event NO refunds or credits will be given.
- Select vendors may be asked to provide proof of insurance and name the Truckee Downtown Merchants Association and the Town of Truckee as Additionally Insured as deemed necessary by our insurance carrier.
- All vendors shall indemnify and hold harmless the TDMA and its agents from and against any damages, claims and expenses related to the actions of the Vendor or other Vendors participating in the event.

**Commercial Retail Event Guidelines:**

Vendors will be provided detailed instructions outlining logistics of the Event from the Event Manager prior to the first event with weekly updates throughout the summer. The following guidelines are included in or in addition to those procedures:

- Vendors that produce trash of any kind must provide garbage and/or recycling containers for their own use and must be taken with you after event is over. Street receptacles are for public use – not for vendor refuse.
- Booth area must be cleaned at the end of the evening including all trash and spills. A cleaning fee may be imposed if booth area is not thoroughly cleaned.
- All Vendors are responsible for keeping their area clean during event hours.
- All booth space and displays should be neat and clean and should not contain reference to any drug paraphernalia, symbols, pornography or nudity.
- Drugs and Alcohol are not allowed in booth space. The only area licensed for alcohol is in the beer garden. Violation of this rule can result in permanent expulsion from the event.
- During load-in, vendors must unload their vehicle and immediately move their vehicle from event area. Park your vehicle parallel to the curb while unloading. Do not leave vehicle parked in event area while you are setting up. In order to execute the set-up of the entire event in a fifty-minute time frame, vehicle must not block the flow of traffic or the designated fire lane.
- Vehicles will NOT be allowed to enter the event area after 4:30pm.
- Do not unload your goods on the sidewalk or other areas prior to load-in. Do NOT occupy downtown parking spots located in event area prior to street closure. Vehicles are not allowed back on street and load out does not begin until end of event, when it is determined safe to return with vehicles.
- Vendors must stay open throughout the entire event and cannot load out early even if sold out of product. Booth space shall not be left unattended.

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**ACKNOWLEDGEMENT AND CONSENT**

By signing this document: (1)I authorize Truckee Thursdays to run my credit card or process payment for vendor booth space; (2) I acknowledge that I have read pages 1, 2, and 3 of the application and that I understand and agree to all of the Artisan guidelines outlined in this application, and (3) I agree that I have read the Truckee Thursdays **RULES & REGULATIONS** contained in separate document (available on website or upon request) and agree to all of the terms contained therein.

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Name of Vendor Applicant

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Signature of Vendor Applicant

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Date



**HOLD HARMLESS AND INDEMNIFICATION AGREEMENT**

I, \_\_\_\_\_, shall save, keep and hold harmless Truckee Downtown Merchants Association, The Town of Truckee, it's officers, agents, employees, and volunteers from all damages, costs, or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury, or weather, received by any reason or in the course of the Truckee Thursdays Event which may be occasioned by any willful or negligent act of my business, employees, agents or assigns.

**SIGNATURE OF AUTHORIZED REPRESENTATIVE**

I, \_\_\_\_\_, warrant that I have the authority to bind the below listed organization or business to this Special Event Hold Harmless and Indemnification Agreement and by my signature hereon do so bind this organization or business.

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Signature

Address for Authorized Rep: \_\_\_\_\_

Phone Number: \_\_\_\_\_