

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

**NON-PROFIT VENDOR PACKET
INSTRUCTIONS & CHECKLIST**

Make sure you have included the following items:

- _____ Vendor Application - (3) pages
- _____ Signed Hold Harmless Agreement

Return completed forms and payment by:

MAIL:

TDMA | PO Box 1356 | Truckee, CA 96160

FAX: (530) 903-5778

EMAIL: info@truckeethursdays.com

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**2017 APPLICATION FOR VENDOR SPACE
NON-PROFIT VENDOR**

Name of Non-Profit Organization: _____ **Date:** _____

Contact Person: _____ **Cell Phone:** _____

Physical Address: _____

Mailing Address: _____

Email Address: _____ **Fax:** _____

Non-Profit ID #: _____ **Type of Organization:** _____

Will you be selling items? Yes No (If yes please describe in space below)

Please describe intended use of booth space: (see guidelines on next page)

- Booth space allocated each week for non-profit organizations is limited.
- Non-profits submitting applications prior to the start of the event will be asked to provide three (3) dates throughout the summer. Committee will try to accommodate those requests.
- Non-profits submitting applications after the start of the event will be granted participation based on availability of requested date. Applications for non-profit space must be turned in by the Thursday prior to event date in order to be considered for the following week.
- Non-profits may, with authorization, sell tickets or goods out of their booth space that will benefit the non-profit, such as tickets to events, raffles, or organization t-shirts. You **MUST** list all items you plan to sell on this application.
- Non-profit organizations are encouraged to create their booth so as to engage the attendees and contribute to the social and interactive atmosphere.
- 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

Hold Harmless Agreement

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

BOOTH SPACE & PAYMENT INFORMATION:

Non-profit rate: \$50/week per 10’x10’ space **# of Weeks** _____ **x \$50 =** **\$** _____

Circle Up To 3 Participating Dates: 6/8 6/15 6/22 6/29 7/06 7/13 7/20 7/27 8/03 8/10 8/17

Payment can be made as follows:

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

Credit Card: fill out information below.

Visa/Master Card Number	Expiration Date	CVV Code	Amount Paid
Name on Credit Card	Billing Address		

- Payment must be submitted with application and will be processed when application is accepted (or returned if not accepted.)
- 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.
- 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.

Non-Profit Vendor Guidelines

- 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 and 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.

Name of Vendor Applicant

Signature of Vendor Applicant

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: _____