



**City of Mountain House Special Event
Vendor Guidelines and Requirements
Music In The Park | Kite Festival | 4th of July | Light Up Main Street**

Contact Information	
Venue	Central Community Park
Venue address	25 E. Main Street Mountain House, CA 95391 (209) 831-5623
Email	mhrecreation@sjgov.org

Booth Fees	
Food Vendors	\$50
Retail Vendors	\$25
Commercial Vendors	\$25
Activity Booth Vendors	\$25
Informational	\$0

Booth Information	
Size	10' x 10' Food trucks and trailers are given an appropriate amount of space on Providence Street.
Food Vendor	Food booth vendors are those preparing food or drinks for consumption onsite. Food Vendors may defined as a booth, food truck or food trailer.
Retail Vendor	Retail vendors are defined as those selling fine, handcrafted, unique, one-of-a-kind arts and crafts, merchandise, or pre-packaged foods.
Commercial Vendor	Commercial vendors are defined as those representing a local, regional or national business and are promoting their services (i.e. local real estate agent, phone/cable company).
Activity Booth	Activity Booth Vendors are defined as those who offer an interactive experience for event attendees. Examples include: face painting, photo booths, sand art, games, etc.
Informational	Informational booths are open to local nonprofits, government agencies or Lammersville Unified School District who are providing information or a service that benefits the Mountain House community. Must provide proof of nonprofit, government or LUSD status.
Prohibited	<ul style="list-style-type: none"> No Pets No smoking Do not extend your booth onto any walkways.

General Information	
Equipment	All vendors must provide their own canopy, tables, chairs and other equipment, All booth materials must be in compliance with fire code regulations.
Electricity	Electricity is not available. Personal generators are NOT allowed.
Weather	The event will take place rain or shine. Please be prepared for any inclement weather which may occur. In addition, please be sure to bring any necessary equipment you may need to anchor your tent properly. High wind is likely to be a factor.
Revenue	Vendors keep 100% of their gross revenue. The City does not guarantee sales. Vendors are responsible for submitting their own taxes.
Safety Regulations	All fire codes, laws ordinances, regulations pertaining to health, fire prevention, and public safety shall be strictly enforced.

Event Information	
Expected Attendance	MIP: 1,500-2,000 guests Kite Festival: 750-1,000 guests 4 th of July: 2,000-4,000 guests Light Up Main Street: 1,000-1,500 guests
Event Hours	MIP: 6:00-9:00 p.m.



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	<p>Kite Festival: 10:00 a.m.-1:00 p.m. 4th of July: 9:00 a.m.-2:00 p.m. Light Up Main Street: 6:00-9:00 p.m.</p>
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Required Documents	
Applications	<p>Vendor Registration may be accepted up to 4 weeks prior to event. If selected, you will receive a confirmation letter outlining where and how to pay your fees and submit your Required Documents.</p>
Temporary Food Vendors' Application	<p>Food vendors must submit a San Joaquin County Environmental Health Department Temporary Food Vendors' Application to CSD staff at least 4 weeks prior to event.</p>
Insurance	<p>All vendors are required to provide a Certificate of Insurance evidencing \$1,000,000 per occurrence; Bodily Injury and Property Damage \$2,000,00 in the aggregate; Commercial general coverage shall be at least as broad as Insurance Services; Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an "occurrence" basis.</p> <p>The certificate holder must be named: City of Mountain House 251 E. Main Street Mountain House, CA 95391</p>
Additional Insured	<p>All insurance shall be endorsed to name as additional insured: <i>City of Mountain House, its Board of Directors, and all City officers, agents, employees, volunteers, and representatives.</i></p>
Photo	<p>All applicants must submit a copy of their booth, trailer or truck depicting a full set up.</p>
Advertisement	<p>Applicants are encouraged to submit their business logo and link to a website for their business to be included in marketing.</p>





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Set-up Procedures	
Check-in	Vendors MUST check-in 2-3 hours prior to the start time of the event.
	Vendors MUST be set up no later than 45 minutes prior to event start time.
	Vendors may enter from Central Parkway onto Giotta Street, then right on Providence. Proceed down Providence to check-in with STAFF.
	Vendors will receive their booth space assignment at check-in.
	Providence Street will be closed to thru traffic at 45 minutes prior to event start time . Any additional unloading will have to be completed from the parking lot on Main Street or wherever your vehicle is parked.
	Vendors will be issued <u>one</u> parking pass upon arrival.
Load-in	If your booth is on the park lawn, vehicles may pull up along the curb on Providence Street to unload ONLY . Vendors will have 30 minutes. Any additional time needed for unloading will have to be completed from the parking lot. After unloading, all vehicles must be moved.
	If you have a trailer, you will be asked to back in, unhitch your trailer then park your vehicle in the designated gravel lot on Providence Street. If you are unable to unhitch your trailer, please inform staff so that we may make appropriate provisions.

Take-down Procedures	
Closing	Vendors may not leave the premise until the event has concluded.
	Remember to bring lighting or lanterns for your booth as it may be dark when the event ends.
	Vendors may access Providence Street once Safety Staff designate it as "safe."
	Vendors may not drive onto grass area. All materials must be carted back to vehicles along Providence Street.
Garbage	Used cooking oil and water MUST BE taken out with you after the event. Any cooking oil left behind is subject to a fine and may not be considered for future events.
	Garbage must be removed and taken with you or properly disposed in one of the dumpsters. We highly recommend that you are equipped with your own trash receptacles, broom, dustpan, etc. We do not supply vendors with the tools needed to properly clean your space during and at the conclusion of the event.
Personal Items	All personal equipment must be removed from the grounds by 10:00pm.

Vendor spaces are limited. Registering as a vendor does not guarantee you will be selected to participate in one or all of our community events. You will receive a confirmation letter if selected to participate.

