



2017 Portola Railroad Days • August 25 - 27
 P.O. Box 1602, Portola, CA 96122

VENDOR APPLICATION

1. Vendors must comply with all applicable State of California, Plumas County, and City of Portola laws, permits, and ordinances including health requirements and State of California Franchise Tax Board licenses.
2. No weapons of any kind are allowed. No toy guns, items that expel any material, or explosive devices are allowed
3. All vendors will be assigned booth locations in the **Portola City Park** on Gulling Street.
4. On Friday, August 25th live music will commence at 7:00 pm. On Saturday, August 26th the Railroad Days Parade will begin on Gulling Street and the Classic Car Cruise-In will take place on Gulling Street adjacent to the park. Saturday entertainment begins at noon on the Portola City Park stage.
5. A common eating area will be provided as well as a common hand washing station
6. Please provide your own canopies, tables, chairs, and cash box. Please indicate your electrical needs on Page 2.
7. Vendors are responsible for their own property. Graeagle Lions Club, the Friends of Portola Railroad Days Citizen Interest Group, the Feather River Community Partnership, and the City of Portola will not be responsible for any property loss or damage.
8. For **insurance purposes**, we require that all Vendors provide us with the following:
 - a. Certificate of Liability Insurance from your insurance company with limits of **\$1,000,000 per Occurrence and \$2,000,000 Aggregate**.
 - b. **Eastern Plumas Chamber of Commerce** be named as additional insured on your liability insurance policy.
 - c. Certificate of Workers Compensation Insurance (if you have employees)
 - d. Signed and witnessed copy of the **Hold Harmless Indemnification Agreement** (available on our web site) for each booth worker
 - e. California Resale Certificate Number
9. No camping is allowed inside of the Portola City Park however limited RV Camping will be available in a designated area only, on a 1st come, 1st served basis. A \$10 fee per night applies at check-in. There is no guarantee that you will receive an RV Camping Spot and no hook-ups are available. If an RV Camping spot is desired, please notify us on the form below and the insurance requirements will be emailed to you. Local state park, national forest, and commercial camp grounds may be available and Lodging & Accommodation sponsors are listed on our web site.
10. Your signature on Page 2 means that you understand and will comply with all of the above requirements.

COMMERCIAL VENDOR CHECK IN: At the Portola City Park at the corner of Gulling Street and 1 st Avenue. Signs will direct you to the proper location. At Check-In, you will receive your space assignment and Event Information Schedule.	Friday, August 25	Between Noon and 5:00 pm
COMMERCIAL VENDOR SET-UP TIME:	Friday, August 25	Between Noon and 7:00 pm
COMMERCIAL VENDOR OPERATING HOURS:	Friday, August 25	4:00 pm to Closing (Live music begins after 7:00 pm)
	Saturday, August 26	10:00 am to Closing (Live music begins after 7:00 pm)
TEAR DOWN TIME:	If you leave on Saturday, you must be gone by 7:00 pm although we encourage you to stay for the Saturday night concert audience.	
EVENT FEE - COMMERCIAL VENDOR:	Friday evening Aug 25 & Saturday Aug 26 ALL DAY	\$45.00 for a 10 x 10 space
EVENT FEE - FOOD VENDOR: Friday night is a separate venue pre-negotiated with the Concert in the Park sponsors	Saturday, August 26 ONLY ALL DAY	\$45.00 for a 10 x 10 space Set-up on Saturday between 6:00 am and 10:00 am
EVENT FEE - ALCOHOL VENDOR: Friday night is a separate venue pre-negotiated with the Concert in the Park sponsors	Saturday, August 26 ONLY ALL DAY	\$110.00 for a 10 x 10 space Set-up on Saturday between 6:00 am and 10:00 am
NOTE: Non-vending non-profit organizations & public service entities are offered a 10 x 10 space for \$10 however this form must be completed and returned.		

Make check payable to: **Lions Railroad Days** and mail to: **P.O. Box 1602, Portola, CA 96122, along with your Certificate of Liability Insurance and Hold Harmless Indemnification Agreement for each booth worker (refer to paragraph #8 above).**

For additional information contact **Patricia Ryan** at 530-832-4566, PTRCRN62@GMAIL.COM, or visit our website:

www.PortolaRailroadDays.com. Refer to Page 2 for additional information

Applications, Payment, and Hold Harmless Agreements must be received by Friday, July 28, 2017. No refunds after Friday, August 4, 2017

In accordance with the Americans With Disabilities Act, if you require special assistance to participate in this event, please indicate on this application.

