

Retail Vendor Application



For shamROCK in the Gaslamp 2012

Saturday, March 17, 2012 Noon to Midnight (21 & up only)

“Clover”

\$600 + \$100 Deposit

ALL ACCEPTED VENDORS RECEIVE

- ◆ (1) 10 x 10 booth.
- ◆ (1) Hanging light.
- ◆ 20 amps of power if needed (note: There will be a \$100 charge for each additional 20 amps of power required.) *If power is not initially requested on this form it must be submitted in writing no later than March 10, 2012.*
- ◆ (1) 6-foot table and (2) chairs.
- ◆ The opportunity to sell or highlight your product at the Festival.
- ◆ Four vendor passes to the event.

TERMS AND CONDITIONS FOR ALL VENDORS

1. Booth location to be determined by McFarlane Promotions.
2. Check in time begins at 8:00 a.m. and Vendors must be completely set up by 11:00 noon for the Fire Marshall walk through.
3. Vendors are required to be open from 12:00 p.m. to 12:00 a.m. *CLOSING BEFORE THE END OF EVENT OR STAYING OPEN AFTER EVENT IS STRICTLY PROHIBITED AND IS GROUNDS FOR EXCLUSION FROM PARTICIPATION AT FUTURE EVENTS.*
4. All vendors must use booths provided. No other booths / set-ups are allowed without prior approval of McFarlane Promotions. If you use space outside of your 10 x 10 booth you will be charged unless discussed with McFarlane Promotions prior to the event.
5. All business and other activity, for which the vendors have rented space, must be conducted within the designated booth space only! No distribution, canvassing, flyers, nor vending of any kind may be done by strolling through the festival grounds.
6. Vendors must post prices in a legible manner and in a visible space within their booth.
7. The sale of alcoholic beverages of any kind is strictly prohibited. Additionally, due to sponsorship and contractual arrangements, only sponsor related water & beverages will be allowed to be sold. Any failure to comply with these beverage rules may result in expulsion from the event.
8. Consumption of alcoholic beverages by vendors, volunteers or employees of vendors at their booth is prohibited.
9. Vendors must provide trash receptacles for waste generated by their booth. *Improper trash disposal is grounds for exclusion from participation at future events.*

10. You are required to obtain and display all necessary permits and / or licenses. **McFarlane Promotions and the Gaslamp Quarter Historical Foundation are not liable and will not refund any fees or deposits.**
11. Each vendor will be responsible for all of his / her own merchandise or equipment. McFarlane Promotions and the Gaslamp Quarter Historical Foundation will not be liable for any lost, stolen or misplaced merchandise or equipment at the event.
12. **INSURANCE:** You must provide proof of general liability insurance naming McFarlane Promotions, The Gaslamp Quarter Historical Foundation and the City of San Diego as additionally insured. *All insurance must be submitted by March 10, 2012.*
13. **REFUNDS:** Your booth fee is NON-REFUNDABLE, regardless of booth placement, sales or competing vendors.

Company Name: _____

Contact Person: _____

Day Phone #: _____ **Fax #:** _____

Cell Phone # for the day-of (required): _____

Address: _____

E-mail Address: _____

Power (if applicable) 20 amps (no charge) _____ amps - \$100 per additional 20 amps

Complete description & prices of products you will be selling (attach additional pages if needed):

(TO PROCESS YOUR APPLICATION WE MUST RECEIVE A COMPLETE LIST WITH PRICES AND ITEMS YOU INTEND TO SELL. ONCE THE APPLICATION IS ACCEPTED THE LIST CANNOT CHANGE WITHOUT WRITTEN APPROVAL OF MCFARLANE PROMOTIONS.)

Vendor fee may be paid in cash or check. Check must be made out to The Gaslamp Quarter Historical Foundation and mailed to 656 5th Ave. Ste. B San Diego, CA 92101. Entry fee must be received by Friday, February 10th, 2012.

I hereby warrant and confirm that the above information is, to the best of my knowledge true and correct and further certify that I have read all of the information provided in this application.

Signature

Date

Your signature above represents your understanding and agreement to all terms stated in this form.

Please complete and fax back to (619) 233-0898 or mail to McFarlane Promotions Attn: vending 656 5th Ave. Ste. B San Diego, CA 92101. If you have further questions please call (619) 233-5008 or email events@mcfarlanepromotions.com

Space is limited and based on a first come first serve basis.

Storm Water Policy

Only rain water is allowed in storm drains!

At no time is trash, debris, grease, ice, or any type of liquid to enter a storm drain. These drains are connected to the ocean, which means that any trash or liquid that goes down the storm drain automatically becomes pollution. It does not matter if it is "just wáter." If it is not rain wáter, it is not allowed in the storm drain.

San Diego Municipal code 43.0301 makes it illegal to polute storm drains. Vendors must dispose of all pollutants such as trash, dirt, unfinished beverages and any other type of trash in the proper manner. Failure to comply with Storm Drain protection WILL result in forfeiture of deposit and/or citations by city officials.

Please sign if you have read and understand this page:

Signed: _____

Print Name: _____

Date: _____



FROM: Laurel McFarlane – Phone: 619- 233-5008 / Fax: 619-233-0898

RE: **shamROCK 2012**

We need to get additional insurance from you by ASAP. Listed below are the names and contact information of the business that need to be additionally insured, with the 30 day insurance cancellation noted on certificate, for \$1,000,000 for shamROCK 2012 listing the dates March 17th and March 18th, 2012. *You must also include the endorsement policy and it must list the below organizations on it or reference the policy number on it.* Per the City of San Diego, are also required to have you have the 'Worker's Compensation Statutory Limits' box checked (regardless of your coverage amount). If you use a different insurance company for your workers compensation you are required to provide that coverage as well. Please fax us back the additional insurance with copies for each holder. ***Failure to return the insurance by the above date will effect your participation in this event.***

Please send all the copies of the insurance to McFarlane Promotions. If you have any questions please call. Thanks for your help.

Additional Insurance Naming:

Gaslamp Quarter Historical Foundation
Bob Marinaccio
410 Island Avenue
San Diego, CA 92101
Phone: 619-233-4692
Fax: 619-233-4148

McFarlane Promotions, Inc.
Laurel McFarlane
656 Fifth Ave, Ste. B
San Diego, CA 92101
Phone: 619-233-5008
Fax: 619-233-0898

ON A SEPARATE CERTIFICATE:

City of San Diego
Scott Davidson
1200 Third Ave, Ste. 1000
San Diego, CA 92101
619.236.6581
Fax: 619.236.6106

In the Description Section You Must State: The City of San Diego and its respective elected officials, officers, employees, agents and representatives are additional insured as required by contract with respect to shamROCK 2012.

NEW CITY REQUIREMENT 2009! Your endorsement policy that comes with your certificate must name the City of San Diego on the endorsement, not just a blanket policy. See Attached example.