



July 2010

Dear Vendor,

The **45th Annual Borrego Days Desert Festival, October 30-31, 2010**, planning is underway. Our theme this year is “*Art and Soul*” in honor of the many and diverse artists that reside in Borrego Springs as well as the fantastic individuals that have made Borrego Springs their home and put their heart and soul into the community.

We invite you to apply for your booth space. Please complete the enclosed Vendor Application form, and mail to the address listed on the application, along with the required permits, photos and payment. You may also download the application at www.borregospringschamber.com If you have any questions or need additional information, please contact Kimberly Williamson at 760-767-5555 or kwilliamson@borregospringschamber.com Thank you and we are looking forward to your participation in our biggest event of the year!

Vendors are accepted on a first come, first served basis, so please respond promptly.

Warmest Regards,

Kimberly Williamson
Borrego Springs Chamber of Commerce
P.O. Box 420, Borrego Springs, CA, 92004
Fax: 760-767-5976



Borrego Days Desert Festival 2010 Policies

1. All booths must be open during the posted hours of the event. Those hours are:

Saturday, October 30 th	9:00 am – 5:00 pm
Sunday, October 31 th	9:00 am – 3:00 pm
2. Please call the Borrego Springs Chamber of Commerce at (760) 767-5555 to make arrangements for Friday, October 29th check in and setup between 9:00 am and 4:00 pm. For setup on Saturday, October 30th between 7:00 am and 9:00 am, please check-in at the kitchen near the Gazebo at the Christmas Circle Park, or by calling Kimberly Williamson at (520) 664-7613. **Commercial Vendors: DO NOT drive on the grass!** Commercial booths are located on the outer edge of the Christmas Circle Park, and are easily accessible.
3. Times listed for setup of your booth are the maximum windows of time available, and, unfortunately, are not flexible.
4. The Borrego Springs Chamber of Commerce is not responsible for closure of your booth by San Diego County Officials, including inadequate health or fire equipment standards. There are no refunds if you are shut down by these departments.
5. The Borrego Springs Chamber of Commerce has selected the food and merchandise vendors carefully. Your booth should be totally self-contained for each day. Please plan ahead. Since vehicle access is limited, it is important to estimate the number of food items you will be serving. You are responsible for keeping and leaving your booth area clean and safe, and securing all signs. Bring your own trash cans for the inside of your booth. Trash containers within Christmas Circle Park are for the festival attendees. Dumpsters are located at the south east side of Christmas Circle Park on the street; please dispose of your booth trash there.

6. You agree to sell only such items listed on your menu or product information included in your application, and agreed to by the Borrego Springs Chamber of Commerce. No provision of this menu shall be modified unless in writing signed by an authorized representative of the Borrego Springs Chamber of Commerce.
7. Food vendors are on a first come basis. This is a small venue therefore we try to have exclusive food items. We try not to have multiple vendors selling the same food/beverage items.
8. No alcohol may be sold.

Booth Requirements And Health & Fire Department Standards

The Borrego Springs Chamber of Commerce Provides:

- 10' x 10' space
- **Electricity: If electricity is required, prior arrangement must be made with the Borrego Springs Chamber of Commerce, due to limitations**

As a Food Vendor YOU must Provide:

- A Health Permit
 - Handwashing Setup
 - Fire Extinguisher
- Requirements for cooking at Special Events:**
- No open flame under tents or canopies. Mesh covering as required by the Health Department may be approved for this.
 - Propane tanks must be outside the booth, however, the burner can be inside.
 - Propane shall be secured outside of the booth area, away from public access.
 - Food must be stored 6" above the ground.
 - A minimum classification 2A10BC fire extinguisher must be provided by vendor at each booth.



PRODUCT INFORMATION

TO PROCESS YOUR APPLICATION WE MUST RECEIVE A COMPLETE MENU WITH PRICES OF ITEMS YOU INTEND TO SERVE. ONCE THE APPLICATION IS ACCEPTED THE MENU MAY NOT CHANGE WITHOUT WRITTEN APPROVAL FROM THE BORREGO SPRINGS CHAMBER OF COMMERCE. THIS IS A SMALL VENUE THEREFORE MULTIPLE BOOTHS WITH SAME FOOD ITEMS ARE DISCOURAGED. YOU MAY BE ASKED TO ADJUST YOUR MENU.

PAYMENT

PLEASE MAKE CHECK OR MONEY ORDER PAYABLE TO BORREGO SPRINGS CHAMBER OF COMMERCE (WITH BORREGO DAYS FOOD VENDOR ON THE MEMO LINE), AND RETURN WITH YOUR COMPLETED APPLICATION, ALONG WITH PERMITS LISTED ABOVE TO:

**BORREGO SPRINGS CHAMBER OF COMMERCE
P.O. BOX 420
BORREGO SPRINGS, CA 92004**

OR

COMPLETE THE CREDIT CARD INFORMATION BELOW

CREDIT CARD NUMBER

EXPIRATION DATE

SECURITY CODE

NAME ON CARD

ACKNOWLEDGEMENT OF TERMS

I HEREBY WARRANT AND CONFIRM THAT THE ABOVE INFORMATION IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT. I ACKNOWLEDGE THAT IN THE EVENT MY APPLICATION IS DENIED, MY PAYMENT WILL BE RETURNED TO ME.

SIGNATURE

TITLE

DATE

APPLICATION DEADLINE: SEPTEMBER 30, 2010

OFFICE USE ONLY: DATE RECEIVED ___/___/___ FEES PAID: _____ APPLICATION COMPLETE: _____



FOOD VENDOR RESPONSIBILITY

PLEASE PROVIDE THE FOLLOWING WITH APPLICATION:

*** HEALTH PERMIT**

(IF YOU HAVE A CURRENT PERMIT, INCLUDE WITH APPLICATION. IF YOU ARE APPLYING FOR A TEMPORARY PERMIT, SUBMIT UPON COUNTY APPROVAL)

*** SELLER'S PERMIT**

*** BOOTH PHOTO**

(IF YOU ARE A NEW VENDOR TO THE BORREGO DAYS DESERT FESTIVAL)

***PAYMENT**

APPLICATION DEADLINE: SEPTEMBER 30, 2010

OFFICE USE ONLY: DATE RECEIVED __/__/__ FEES PAID: _____ APPLICATION COMPLETE: _____