



The City of Port Hueneme Presents
The 75th Celebration
 Non-Profit Vendor Booth Application
The Friendly City by the Sea

Application Received: _____
 Checked Received: _____
 Amount: _____

Application Deadline: Friday March 1, 2023

Please Print Legibly

Organization Name : _____

Contract Signing Authority: _____ Email: _____

Federal Tax Payer ID: # _____ CA Sellers' Permit #: _____

Business Type: Sole Proprietorship Partnership Corporation Other

Address: _____ City: _____

State: _____ Zip: _____ Business Phone: _____

Home Phone: _____ Cellular: _____ Email: _____

Onsite Contact Name: _____ Cellular: _____

Street Fair Date & Time: **Saturday March 25, 2023 - 10am to 5pm** (Trucks must be set up by 9 am)

Booth Fee: 10' x 10' = \$75.00 (If you require electricity, it is an extra \$50) *fees pending City Council approval on February 6, 2023

Requirements:

- Must be a 501 (c) 3 Non-Profit Booth.
- Must submit with application the IRS Determination Letter, indicating your organization is a non-profit 501 (c) 3.
- Must provide your own tenting, Only the space will be provided.
- Set-up your booth in an attractive and informative space, possibly have raffles etc.
- Your booth must consist of items fitting into a 10x10 space. You cannot place items outside of your booth. If you require additional space for decoration, signage, or to place more merchandise outside of your booth, you must request another booth space.
- Your organization will need to provide proof of liability insurance naming the City of Port Hueneme as additional insured. If you cannot provide insurance,

Attach Proof of Insurance

This application is neither an offer nor guarantee of space. If you are applying for more than one space, please make a photocopy of this original application with all of the attached forms for each additional space. All questions on the form must be answered completely. Be sure the information you give is accurate, as it will be the sole representation of your business for the selection process. Make sure you sign all of the forms where indicated. Ensure that your payment is received by the application deadline. If you are selected, you will be sent an acceptance letter and a participating food vendor packet containing required forms.

 Print Name of Owner

 Signature

 Date

Return Application and Fees in form of check, money order, or cashier's check to: City of Port Hueneme Re: 75th Celebration 250 N Ventura Rd., Port Hueneme, Ca 93041

If you would like to pay by credit card you can do so in person at the address listed above or email application to mzumaya@reachueneme.org and request to have payment taken over the phone.