



El Centro Music Festival & Fireworks Show



Vendor Rules & Procedures

April 10, 2010

Set-up:	2:00 p.m.
Vehicles Must Be Off Park Land:	4:00p.m.
Vendors Must Be Open & Ready for Inspection:	4:30p.m.
Vending:	5:00p.m. – 10:00p.m.
Tear Down:	10:00p.m. – 11:00p.m.

- Vendor Booth Space Size is 15' x 15'. If you require additional booth space, additional space must be purchased. Event space is very compact hence; the booth space requirement will be strictly enforced.
- Set-up begins at 2:00 PM. Vendors must be open and ready for business by 5:00 PM.
- Vendors must provide own electrical power. No electricity is available at the site.
- Vendors are responsible for all costs, labor, materials, equipment, tenting, and supplies and any other items necessary for the performance of their participation in the "El Centro Music Festival & Fireworks Show." Vendors must provide their own tables, stoves, grills and other cooking equipment and utensils. Generators, propane heaters are permitted for heating purposes but will be used at the discretion and responsibility of the vendor using them. It is recommended that each contestant bring trash receptacle and garbage bags, and ample cash change for sales transactions.
- Food vendors must also obtain, show proof and provide a copy to the City of El Centro of a Food Permit from the Imperial County Health Department prior to March 19, 2010 and display permit on booth visible to the public during the event. Food vendors must also abide by all Health Department Rules and Regulations, including having proper hand and utility washing stations within each booth.
- Each vendor will be responsible for cleanup within their assigned space and are expected to do so within a timely manner.
- No outside entertainment (ex: bands, karaoke, singers, radio, etc) will be allowed in vendor booths.
- Entry fee must be received at time of application, no credit can be extended. All checks must be made payable to The City of El Centro. No refunds will be made to those vendors who cancel.
- Vendor applications are subject to approval. Entries will be processed on a first-come first-served basis and no space will be held without application and entry fee being submitted by March 19, 2010.
- The City of El Centro reserves the right to assign vendor spaces and will do our best to meet any special needs or requirements.
- Certificate of Insurance must be up to date.
- We encourage you to decorate your booth! Please be creative!
- ❖ **Any violation of these rules may be grounds for disqualification, eviction from the El Centro Music Festival & Fireworks Show for future denial of participation.**

For more information call (760) 337-8223 or (760) 337-3858