



HEBER PUBLIC UTILITY DISTRICT

Fall Fiesta

October 28, 2017 ~ 9:00AM TO 5:00 P.M.
"TITO" HUERTA PARK,
1165 PALM AVE, HEBER CA

Dear Vendor/Supporter,

The Heber Public Utility District is celebrating fall with a Fall Fiesta. We have a big day planned for Saturday, October 28, 2017. The first event is a Parade starts on the corner of Heber and Hawk Avenues. The Car Exhibition and Fall Fiesta will be held at Tito Park from 9:00am to 5:00pm. We are looking for vendors who want to participate in a community based event to further their fund raising efforts. We anticipate a large crowd due to the parade ending at Tito Park where the Fiesta will be held.

Booth Details

- Each vendor booth space is 12' x 12' - if you require additional booth space it must be purchased. Event space is limited so the booth space requirement will be strictly enforced.
- There is no electricity available at the site - vendors must provide their own electrical power. Generators and propane heaters are permitted for heating purposed but will be used at the discretion and responsibility of the vendor using them.
- No equipment will be provided - vendors must provide their own equipment (tents, tables, chairs, grills, stoves, cooking equipment, utensils, etc)
- Vendors are responsible for all costs, labor, materials, equipment, tenting, supplies and any other items necessary for participation in the event.
- It is recommended that each vendor bring a trash receptacle and garbage bags as well as ample cash change for sales.
- Food vendors must submit a completed Imperial County Health Department Food Permit application to Proyecto Heber or Heber Public Utility District prior to October 10, 2017. Proyecto Heber will submit the completed Health Department Food Permit Applications to the County.
- The Food Permit must be displayed on the booth and be visible to the public during the event.
- We encourage you to decorate your booth! Be creative! Our Theme is Heber Fall Fiesta!
- No outside entertainment within booths (Bands, Karaoke, Singers, Radio, etc)
- The Heber Public Utility District reserves the right to assign vendor spaces and will do our best to meet any special needs or requirements.

Set-Up

- Vendor Setup begins at 6:00AM – vehicles may be brought into the event space during setup. **VEHICLES MUST BE REMOVED BY 8:00AM**
- Event space must be cleared by 8:00 AM of vehicles; vehicles must be off of Hawk and Palm Avenues.
- Vendors must be open and ready for Health Department inspection by 8:00 AM.
- Parade and Car Exhibit begins at 10:00 AM – Vendors may be open and ready to sell food/products or distribute information by 9:00 AM.
- Tear Down will happen at 5:00 PM – 6:00 PM – vehicles may be brought into the event space only after 5:00 PM due to the Creepy Clown Chase 5K run starting at 4:30pm, and only when safe. Vendors will be responsible for cleanup within their assigned space and will be expected to do so within a timely manner.
- We anticipate a good crowd as early as 9:00 AM and encourage vendors to be up and ready for these potential customers.

Costs & Application Information

Fees vary depending on your organization and the purpose of hosting the booth. The fee's are generally:

- \$65 – For Profit Organizations selling food, products or other items. If you are selling items you **MUST** have enough food or product to last the entire event time (6 hours!) This fee includes the \$15 for the County Health Permit.
- \$50 – For Individuals and Organizations providing information only (no selling)
- \$30 – For Non-Profit Organizations. Must show proof of Non-Profit status.

Entry fee must be received at the time of application. No credit can be extended. All checks must be made payable to Proyecto Heber. No refunds will be made to those vendors who cancel.



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Food 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 October 10, 2017.

_____ Selling Food, Products or Other Items _____ Informational Booth

Vendor Information

Business/Organization Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

Please provide a description of the exact item(s) to be sold or distributed:

Remember:

- Food Vendors must complete the Imperial County Health Department Food Permit application (attached) with the complete fee and submit it to Proyecto Heber at P.O. Box D, Heber, CA 92249 (760) 455-1790 or to Heber Public Utility District 1078 Dogwood Rd, Suite 103. Heber, CA 92249. All applications must be submitted no later than October 10, 2017.
- Food 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 October 10, 2017.
- If you are selling items you MUST have enough food or product to last the entire event time (6 hours!)

The vendor signing this application hereby acknowledges they have read, understand and agree to all of the Heber Public Utility District Fall Fiesta Vendor Procedures and Rules, including the Health Department rules and regulations, and agrees to abide by the procedures and Rules if space is assigned to participate. The Vendor certifies that all information contained in this application is true and correct.

My team members and I agree to be photographed and/or filmed/videoed by Heber Public Utility District and/or Proyecto Heber and other media which may be used for publicity and/or publications. The below named company, individual or organization and all related individuals shall indemnify and hold harmless the Heber Public Utility District, and all related persons and entities including owners, directors, management personnel, employees, contractors, volunteers, agents, representatives, and attorney from and against any and all claims, demands, actions, liabilities, damages, losses, costs, and expenses (including attorney fees, court costs, and any other professional fees), or judgments arising out of, or in connection with any claim, demand or action made by any third party, if such are sustained as a direct or indirect consequences of participation in the Heber Public Utility District Fall Fiesta held in Heber, California.

Signature: _____ Date: _____