



VENDOR INVITATION

Be apart of the Central Valley's largest Cinco de Mayo Family Fiesta

We are excited to invite you to be a part of our annual all-day Multicultural Cinco de Mayo Festival and Parade event at downtown Stockton's Weber Point Event Center on Sunday, May 7, 2023 from 10am–6pm.

The event attracts families throughout the Central Valley with over 21,000 attending last year! Reach the Latino community and share products, services, and information.

Take advantage of our Early Bird Registration Rate and save through March 15, 2023.

You will get a 10' x 10' space. El Concilio California will provide one table and two chairs. You bring your own F&H Certified Tent and extra chairs if you need more.

For the Artisan, Artist, Vendor, Exhibitor & Non-Profit Application Packet
Either go online to www.ElConcilio.org, or
Contact at Maria Garcia at 209.644-2685 or mgar@elconcilio.org



THE FESTIVAL IS ON MAY 7, 2023

VENDOR REGISTRATION

Please direct all questions, or submit your completed application to Guadalupe Mena gmena@elconcilio.org for Spanish speakers and Maria Garcia mgar@elconcilio.org for English speakers

Company: _____ Contact: _____

Phone: _____ Email: _____ Fax: _____

Address: _____

City: _____ State: _____ Zip: _____

> Description of booth, information, handouts if any?

> Do you need access to electricity? (Circle One) YES/NO You must supply your own power cords.

> What kind of booth are you? _____

REGISTRATION PACKAGES	EARLY BIRD	STANDARD
Prices are per 10'x10' space. Let us know if you need more than one 10'x10' space.	until March 15, 2023	March 16– April 17, 2023
VENDORS		
Includes a 10' x 10' space, enclosed canopy, one table and two chairs. You supply extra chairs if needed.	\$350.00	\$400.00

ALL VENDORS MUST PROVIDE THEIR OWN FIRE & HEALTH CERTIFIED TENT.

REGISTRATION FEE TOTAL

Your registration and payment MUST be received NO LATER THAN MONDAY, APRIL 17, 2023

Space Rate \$ _____ X Number of spaces _____ = Total \$ _____

CLEANING DEPOSIT Please include a separate \$100 check for the cleaning deposit. Checks will be returned to you at the end of the event, after your area has been reviewed.

Checks Payable & Mail to:

El Concilio. attn. 5 de Mayo, 445 N. San Joaquin Street., Stockton, CA 95202

Payment Type, circle one: Check/Credit Card/Cash

Total Amount: _____ Check number: _____

Or FAX Visa or Master Card Payment to: 209.644.2642 attn. 5 de Mayo

Name On Card: _____

Address: _____

City: _____ State: _____ Zip: _____

Card #: _____ Exp. Date: _____ SC# _____

(back of card): _____

Booth Applications are subject to approval. We take pride in having a variety of various booths. El Concilio limits booth types.



VENDOR REGULATIONS

FEES & PERMITS: (Per the City of Stockton, ALL paperwork must be turned in with the application on or before April 17, 2023)

1. Festival Vendor Booth Fee
2. Health Permit (Food Vendors only)
3. Form 501c3 (Non- Profits)
4. Current Sellers Permit

(One day permits are available through the City of Stockton located at 425 N. El Dorado Street Stockton, CA 95202)

All vendors are required to complete a vendor form and pay a one-time fee of \$50.00 to the City of Stockton by no later than Monday April 17, 2023. You must be in good standing with the City of Stockton to participate in this event. It is your responsibility to submit the vendor application and pay the one-time fee of \$50.00 to the City of Stockton before the event date.

Please **READ CAREFULLY!** You are responsible for and are required to understand and abide by all the rules and regulations. (These instructions are in place to protect everyone participating and required by the Stockton PD and our insurance company).

1. No one can predict weather; rain or shine the show goes on. There are no refunds or credit for booth space.
2. Set up time begins at 7 AM. All vendors must unload at their assigned space and then park their vehicles outside of the park. They must be set up by 9:30am. All vehicles must be out of the park by 9:00 AM, No Exceptions. You may not drive in after 9:00 AM due to the parade. (Streets will be closed). You are welcome to come a day before Saturday May 6th between 12:00-5:00 pm to unload your materials.
3. Your space number will be found on the signs placed along the park. REMEMBER: You must bring your own Canopy. We will provide each vendor with one (1) table and two (2) chairs.
4. If your food involves heat, grills, and/or barbeques, then a wooden board MUST be placed under your equipment to protect the lawn parking area. Remember, if you require electricity, you MUST provide your own electrical cords, as well as additional tables/chairs. All food booths must have Fire Extinguishers.
5. **Food Vendors:** The Health and Fire department will review your booth, once your booth has been completely set up. (The Health Department form needs to be filled out and returned with the application before March 22, 2023).
6. Vendors will not be allowed to move the day of the event unless they have been placed next to a vendor or across from a vendor selling the exact same item. WE DO NOT PROMISE EXCLUSIVITY we will do our best to use common sense when assigning spaces.
7. No vendor will be allowed to take down their booth before 6 PM. All vendors must be packed up and out of the Park by 7 PM.
8. Vendors are not permitted to distribute flyers, cards, handbills, or any printed material outside their booth space. No walking around distributing information as this creates massive trash clean-up issues.
9. El Concilio California and the event will require all to maintain existing COVID-19 protocols, as prescribed by the State, County, and City at the time of the festival.

TO ALL VENDORS: EL CONCILO CALIFORNIA HAS EXCLUSIVE RIGHTS TO PROVIDE WATER AND SODAS, NO ONE ELSE WILL BE ALLOWED TO SELL OR PROVIDE THESE ITEMS.

Thank you for your support, cooperation, and participation in this year's event. Should everyone follow these guidelines, everything will run smoothly. Prepare yourself for sunshine, great music, and a great day to share with the families of San Joaquin Central Valley.

Respectfully,
El Concilio California



CELEBRATE
SUNDAY, MAY 7, 2023
AT WEBER POINT
221 N. CENTER STREET
STOCKTON, CALIFORNIA
PARADE
STARTING 11 AM
FESTIVAL
10 AM TO 6 PM
FREE ADMISSION



FOR MORE INFORMATION CALL US AT 209.644.2600 OR ONLINE AT WWW.ELCONCILIO.ORG PLUS FACEBOOK AND INSTAGRAM



ADDITIONAL VENDOR INSTRUCTIONS

For your convenience, we have attached the three City of Stockton forms that must be submitted to the City and with your application in order to participate in our festival.

The three forms are:

- City of Stockton Temporary Event Application
- Stockton FD Outdoor Cooking Booth Information
- City of Stockton Vendor Special Event Form

PLEASE NOTE: On the Temporary Event Application, you only need to fill out pages 7 and 8, the rest is just information regarding booth set up.



Special Event Vendor Form

All vendors seeking authorization to sell food, non-alcoholic, alcoholic beverages, or merchandise on City of Stockton property during a special event or private rental must have a valid permit from the City of Stockton Community Service Department. Per SMC 12.56.010, without the proper Special Event Permit, it is unlawful to sell any goods or services of any kind within a City of Stockton park or facility.

By completing the necessary special event requirements you will be permitted to sell goods during special events that have identified you as one of their vendors. In addition, your business will be added to the City of Stockton Special Event Annual Vendor Database, which is valid for one (1) year from the date of approval. Upon request, this database will be provided to event organizers who are looking for potential vendors at their events held on City of Stockton property. You may also be contacted by City of Stockton personnel for any City-produced community events.

The special event vendor requirements are as follows:

- ✓ **Certificate of Insurance and Endorsement** - \$1 million per occurrence/ \$2 million aggregate with the City of Stockton listed as Additional Insured – *Staff can provide examples at your request*
- ✓ **Copy of Health Permit from the San Joaquin Health Department, if applicable**
- ✓ **Copy of Fire Inspection Permit from the Stockton Fire Department, if applicable**
- ✓ **Copy of current City of Stockton Business License**
- ✓ **Payment of appropriate fee**

Food & Non-Alcoholic Beverages	\$50.00 annual fee
Merchandise (other types)	\$50.00 annual fee
Alcoholic Beverages	15% of gross receipts, per event

Please provide us the following information (*print clearly*):

BUSINESS NAME: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

BUSINESS PHONE: (____) _____ CELL: (____) _____

NAME OF EVENT (*if known*): _____

By signing, I understand that as a permitted special event vendor I must comply with all requirements and conditions of my participation in a special event. Furthermore, I understand that violation of any requirements and/or conditions will result in my removal from the Special Event Vendor Database and the possibility of participating in future events.

Signature

Date

HOLD HARMLESS

Contractor agrees to indemnify, save, hold harmless, and at City's request, defend the City, its officers, agents, and employees from any and all costs and expenses (including attorney and legal fees), damages, liabilities, claims, and losses occurring or resulting to the City in connection with the performance, or failure to perform, by Contractor, its officers, agents, sub-contractors, employees, or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable under this Agreement, and from any and all costs and expenses (including attorney and legal fees), damages, liabilities, claims, and losses occurring or resulting to any person, firm, or corporation who may be injured or damaged by the performance, or failure to perform, of Contractor, its officers, agents, or employees under this Agreement. The duty to defend and the duty to indemnify are separate and distinct obligations. The indemnification obligations of this section shall survive the termination of this agreement.

INSTRUCTIONS

Payment and required forms must be submitted 45 days prior to participation in scheduled event. We accept cash, check, or money orders as forms of payment. Checks must be made payable to the "City of Stockton". This completed form and payment can be mailed or brought to:

**City of Stockton
Community Services Department
605 North El Dorado Street
Stockton, CA 95202
Attn: Special Events**

If you have any questions, please contact Special Events at (209) 937-8119.