



PARADE CHARITIES, INC.
73710 Fred Waring Drive, Suite 114
Palm Desert, CA 92260
Tel: 760 346-6111 Fax: 760 346-3263 www.golfcartparade.com

VENDOR APPLICATION

Name of Organization _____

Contact Person _____

Address _____

City/State/Zip _____

Telephone Day _____ Evening _____

FAX _____ Email _____

Food items you are selling? (please be specific) _____

Number of people you are able to serve? _____

How much space will you need? (width and length in feet) _____

Description of your booth _____

Tax ID or resale number _____

(State Board of Equalization request, for commercial & non-profit)

Business License number (for COMMERCIAL Vendors only) _____

THIS IS AN APPLICATION ONLY

VENDORS WILL BE PERMITTED AS SPACE ALLOWS.
YOU WILL BE CONTACTED IF YOUR APPLICATION IS ACCEPTED.

VENDOR AGREEMENT

Deadline for Application & Agreement: September 30, 2008

I understand and agree to the following:

1. All vendors must be self-contained. (You must provide your own generator if electricity is needed.)
2. The City and Palm Desert Chamber do not provide water, ice or electricity. Vendors are expected to supply their own tables, chairs, canopy, etc. for booth.
3. You will be assigned a specific location on Larkspur (location of children's activities). You agree to the location identified on the City approved map for the event.
4. Vendors must be set up by 10:00 a.m. on Sunday, October 26, 2008 for Health Department inspection with all vehicles parked in **assigned area**.
5. After event, all vendors must clean up their space completely, taking all unused product, boxes, supplies, etc. with you. No trash or debris of any kind may be left.
6. **ALL VENDORS MUST OBTAIN A CITY OF PALM DESERT SPECIAL EVENT PERMIT** to participate.
7. Vendors shall provide a **\$1,000,000 general liability insurance policy** covering the City of Palm Desert, the Palm Desert Chamber of Commerce and Parade Charities, Inc. Your certificate of insurance must accompany this agreement.
8. **INSURANCE WAIVER:** Vendors agree to hold harmless the City of Palm Desert, Palm Desert Chamber of Commerce, Parade Charities, Inc., and the Golf Cart Parade Committee, its officers, staff and volunteers should an incident occur.

In order to ensure proper coordination of types of food and supply of each type, please do not make changes in your product or food items without approval of the Vendor Committee Chairperson.

I agree to the terms above.

Signature _____ Title _____
Company _____ Date _____

Return both APPLICATION and AGREEMENT, as well as check and Certificate of Insurance, to:

PARADE CHARITIES, INC.

73-710 Fred Waring Drive, Suite 114 Palm Desert, CA 92260

760.346.6111 FAX 760.346.3263

www.golfcartparade.com info@golfcartparade.com

GENERAL INFORMATION

Parade Date: Sunday, October 26, 2008
Deadline for Vendor Application & Agreement: September 30, 2008

Fees:

Space Fee Commercial Vendor	\$200 per site
Space Fee Non-Profit Vendor	\$75 per site
Children's Activities Booth	FREE

Parade Route: South side of El Paseo Dr. in Palm Desert

Vendor Area: North side of El Paseo Dr. in Palm Desert (Specific sites within the designated area are determined by the Parade Vendor Chairman.)

Children's Activities Area: On Larkspur, just south of El Paseo.

Time for Sales: Vendor booths will be open for business from 11:00 am until 4:00 pm.

Who can be a Vendor?

Anyone providing food or non-alcoholic beverage products may apply. (Sale of non-food or beverage items is not permitted.) The Vendor Chairman seeks a variety of food products. Preference is given to successful repeat vendors.

Who can have a children's activity?

Charity recipients from past Golf Cart Parades as well as other agencies who will have hands-on activities for children/families. Feel free to bring materials from your institution as well.

What are the Specific Requirements for Vendors with food/drinks?

1. You'll need a Health Department permit. Contact the Riverside County Environmental Health Department at (760) 863-8287.
2. You'll also need a special event one-day permit from the City of Palm Desert. It is available at Palm Desert City Hall, Community Services Building, Business License Department. This is for all vendors. (The fee for non-profit vendors is waived, but you must still apply for the permit.) Contact Business License Department at (760) 346-0611, ext 443.
3. You need to be set up and ready the day of the parade for a Health Department inspection beginning at 10:00 am. You can open for business at 11:00 am. The Vendor Chairman will begin assigning spaces at 7:00 am.

How Can I Apply for a Vendor or Children's Activity Booth/Site?

Complete both the application and agreement (pages 1 & 2), and mail, along with your vendor fee and certificate of insurance, to:

Parade Charities Inc.
73-710 Fred Waring Dr., Ste. 114
Palm Desert, CA 92260

Checks should be made payable to Parade Charities Inc. (If your application is not accepted, your check will be returned.)