



Holiday Tree Lighting and Downtown Shop & Stroll

Friday, December 2 and Saturday, December 3, 2016

Vendor Information

You are invited to participate in the Holiday Tree Lighting and Downtown Shop & Stroll events by having a booth space. Please join us!

WHAT: Annual Holiday Tree Lighting and Downtown Shop & Stroll (2 events)

WHEN: Friday, 12/2/16 from 5-8pm and Saturday, 12/3/16 from 11am-4pm

WHERE: La Plaza Park in downtown Cotati on 12/2, and Downtown Cotati on Old Redwood Hwy. on 12/3

TO APPLY: Return the Vendor Registration Form by November 23, 2016

City of Cotati, 201 West Sierra Avenue, Cotati, CA 94931

or

E-mail to: awilson@cotaticity.org

SATURDAY MORNING SET-UP: Setup begins @ 3:30pm on Friday, 12/2 and 9:30am on Saturday, 12/3

****Booth Space Assigned at Check-In the morning of the Event****

The City of Cotati and Chamber of Commerce do NOT provide canopies, tables, chairs or extension cords. You will be responsible for these items. Please offload your vehicle at La Plaza Park for the Tree Lighting, then park away from the festival so closer spaces are available to customers. Volunteers will direct you to your booth space when you check-in. Booth spaces are assigned the day of the event.

QUESTIONS? Call Ashley Wilson at (707) 665-4222 or email awilson@cotaticity.org.

PLEASE NOTE THAT BOOTH SPACE AVAILABILITY IS LIMITED. WE RESERVE THE RIGHT TO DECLINE APPLICATIONS FOR ANY REASON.

**** Please return the Vendor Registration Form only. Please retain this page for information.**

Holiday Tree Lighting and Downtown Shop & Stroll

Vendor Registration Form 2016

APPLICATION DEADLINE: MONDAY, 11/28/2016

Contact Name _____ Business/Nonprofit Name _____

Address _____

Email Address _____ Phone _____

Check One:

_____ Nonprofit with Free Activities or Info Only (no sales)

1 Event

Free

Both Events

Free

_____ All Other Vendors (Crafts, Food, Businesses, etc)

\$30

\$50

****Cotati Chamber Members Receive \$5 off fees for Shop & Stroll.**

If you are only attending one event, please indicate which event: _____

Describe activities or items sold: _____

****Must follow Sonoma County Health Department regulations. Also, City of Cotati Ordinance No. 515 prohibits the use of polystyrene food packaging in public places, including La Plaza Park.**

Will you need an electrical outlet? (available for Tree Lighting Only) No _____ Yes _____ If Yes add Electricity Fee: \$15

Please Note: Electrical hookups limited to no more than 20 AMPS. This will be strictly enforced.

If you have a City of Cotati Business License provide # _____

If you DON'T HAVE a City of Cotati Business License or verification, please add:

Special Event One-Day Fee: \$15

If your organization is a non-profit, please attach IRS Determination Letter.

Make check payable to: City of Cotati TOTAL AMOUNT \$ _____

Or to pay by credit card (Visa or Master Card), fill out information below:

Credit Card # _____ Exp date (mm/yy) _____ 3-digit code _____

Billing Address & Zip Code _____

Signature _____

INDEMNITY AGREEMENT

I hereby agree to indemnify, defend and hold harmless the City of Cotati and the Cotati Chamber of Commerce, its employees, officers, volunteers, heirs, executors, administrators, successors, and assigns, from any claims or demands for damages or injuries which are incurred by customers, visitors, other vendors at the Holiday Tree Lighting or Downtown Shop & Stroll event, within the space specifically assigned to me or as a result of actions performed by myself, my employees and representatives at La Plaza Park or in Downtown, Cotati.

Signature: _____ Date: _____

City of Cotati

201 West Sierra Avenue, Cotati, CA 94931

Telephone: (707) 792-4600 Fax: (707) 795-7067

Visit our website for more information

www.cotaticity.org