



Thursday, April 25th, 2024

## Vendor Application

**\$350.00\* Entry fee per Booth**

*\*Includes Booth, Health Department, and Fire Permit Fees*

**APPLICATION DEADLINE: Friday , February 09, 2024**

**10% amount will be withheld at cash out.**

**APPLICATION DEADLINE: Friday, March 1, 2024**

Company name: \_\_\_\_\_

Contact person name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Food item(s) to be sold: \_\_\_\_\_

Will you need access to electricity?

Yes \* \_\_\_\_\_ *\*Only 120-volt circuit appliances will be permitted. 220-volt circuit appliances will **not** be permitted. Specify types of appliances (i.e. crock pot, warmers, etc.)*

No \_\_\_\_\_

Appliance #1 \_\_\_\_\_ & \_\_\_\_\_ #of watts/amps

Appliance #2 \_\_\_\_\_ & \_\_\_\_\_ #of watts/amps

### PACfest 2024 FEES

Description	Fee	Required	Make Payable to:	Date Due	Amount Enclosed
<ul style="list-style-type: none"><li>10 X 10 Booth Space</li><li>1 Six ft. Table</li><li>2 Chairs</li><li>5 Vendor Access Passes</li><li>1 Parking Pass</li></ul>	\$260.95	All Vendors	Palo Alto College Cash, Check, MO	<u>Deposit due:</u> \$100 February 09, 2024 (non-refundable) <u>Balance Due:</u> March 1, 2024	\$
Permits					
<ul style="list-style-type: none"><li>SA Health Department Temporary Establishment Food</li></ul>	\$33.00				
<ul style="list-style-type: none"><li>SA Fire Department/Fire Prevention - Fire Permit</li></ul>	\$36.05				
<ul style="list-style-type: none"><li>Ice – (4) 16 lbs of ice for \$5.00</li></ul>	\$20.00				

**FOOD VENDORS ONLY**

**A mandatory Health Inspection & Fire Department Pre-Event Meeting is scheduled for Monday 8, 2024 from 3:00 – 4:30pm at Palo Alto College, Student Center Cafeteria.**

## Participation Information and Regulations

- Complete the application form, service agreement, public event vendor contract, and provide a copy of certificate of liability insurance.
- Call Palo Alto College Student Life Office to make an appointment to submit paperwork. Be sure to bring your fees. Applications will not be considered if fees are not included.
- Entry Fee:
  - \$100 non-refundable deposit to reserve your spot due **Friday, February 09, 2024**; Balance due by March 1, 2024.  
**Please make check/money order payable to Palo Alto College. Balance must be collected by March 1, 2024.**
  - **Vendors must provide their own fire extinguishers.**
- In case of inclement weather, Palo Alto College reserves the right to cancel. You will be given notice of cancellation and the refundable portion of the fees will be refunded.
- PACfest will be held in the Palo Alto College meadows. Any special needs should be indicated on your application. The committee will accommodate any *reasonable* requests.
- Participation in PACfest is a commitment for you to operate during all hours, Thursday April 25, 2024 10:30 am to 10:30pm
- Acceptance and assignment space in PACfest are nontransferable. Only the vendor on the application may operate in the booth space. The PACfest committee reserves the right to remove misrepresented or inappropriate materials from the event. No nudes or partial nudes may be shown.
- PACfest will provide continuous police presence, however, it is the vendor's responsibility to exercise safety and monitor their property. Palo Alto College assumes no liability for loss, damage, or misplacement of merchandise and equipment from any or all causes.
- Vendors may not utilize music, loud speaker systems, or megaphone devices. No trailers, cars, or carts will be left in the area after unloading.
- Vendors understand their responsibility to clean booth at end of festival, dispose of all waste properly, and to return to its original operating condition.

### Disclaimer of Liability

*Please read, sign and date*

It is agreed and understood that the vendor will indemnify Palo Alto College, the Alamo Colleges, and any and all affiliates and hold them harmless from and against any and all claims, damages, actions, liability, and expense in connection with loss of life, personal injury, and/or damage to property arising from or out occupancy or use by vendor, of the premises or part thereof of any part of Palo Alto College campus or occasioned wholly or in part by any act or omission of vendor, its agents, contractors, or employees. Palo Alto College reserves the right to cancel the event at any time without cause. If for any reason, the Palo Alto College event is not held or canceled, the vendor will be refunded his/her booth fee only. Palo Alto College reserves the right to remove any vendor for any cause. Any vendor may be refused the right to display or sell merchandised deemed objectionable or unacceptable to the theme of the event.

The undersigned hereby acknowledges that Palo Alto College, the Alamo Colleges, and any and all affiliates shall not be liable or responsible for and shall be saved and held harmless by the undersigned, its contractors, agents or employees from and against any and all claims and damages of every kind for injury to or death of any person or persons, and for damage to or loss of property, whether or not caused by the negligence of Palo Alto College, the Alamo Colleges, and any and all affiliates, or any of its agents and instrumentalities arising from or attribution directly or indirectly, to the operations or events conducted by Palo Alto College, of which the undersigned is participant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Vendor/Booth: \_\_\_\_\_

Contact Student Life at 210-486-3125 to make an appointment to return all paperwork with appropriate fees.

Please do not mail applications nor payment.

**Deadline to submit this application is Friday, February 9, 2024**

*For Office Use*

Deposit Amount \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Balance Due \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

#\_ Additional Plywood \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

#\_ Additional Ice bags \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

#\_ Additional Passes \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

Attended Food Vendor Meeting \_\_\_\_\_

Electrical Approval \_\_\_\_\_ Date Approved \_\_\_\_\_

Date Vendor Confirmation Packet Sent \_\_\_\_\_ Sent By \_\_\_\_\_