



2016 Vendor/Exhibitor Application

Business/Organization Name _____
Sellers Permit # _____ Contact Person _____
Address _____ City/State/Zip _____
Phone (business) _____ (cell) _____
Email _____ Web Address* _____

Spaces will be available in the Community Room on the top floor of the Civic Plaza. If you have a pop-up display tent and would prefer to be outdoors, please check the appropriate box. A 6-foot table and two chairs will be provided. Power will be available at many of the booths on a first-come, first-served basis.

Vendor (\$70.00 per table)

Nonprofit—No product sales
(complimentary booth space)

**I have a pop-up and
would prefer to be
outdoors**

Vendor Nonprofit –
selling product (\$35 per table)

**Check if you require
electrical** (+\$10 per space)

Please reserve _____ booth space(s) for me. I am enclosing a check for \$_____.

Deadline, Payment and Cancellation Policy:

Full payment of booth fee is required with your application by Friday, August 12, 2016. To pay quickly and easily please go to <http://montereybaybirding.org/vendors/>. Or mail this completed form with check to: Monterey Bay Birding Festival Assoc., Inc., c/o Jackie Aluffi, 250 Main Street, Watsonville, CA 95076

Due to reasonable pricing for this 3 day event, refunds will not be available.

Waiver:

The undersigned, in consideration of participation in this event, agrees to indemnify and hold harmless the Monterey Bay Birding Festival Association, Inc., City of Watsonville, and County of Santa Cruz and release the Monterey Bay Birding Festival Association, Inc., City of Watsonville, and County of Santa Cruz, its officers, employees, and agents from any and all liability for any injury to person or property arising out of, or in any way connected with participation in this event, including any injury caused by the simple negligence of the Monterey Bay Birding Festival Association, Inc., City of Watsonville, and County of Santa Cruz, its officers, employees, and/or agents. I have read the above and voluntarily sign this release and waiver of all liability and indemnify agreement. As a vendor or exhibitor at the Monterey Bay Birding Festival, I understand the above regulations and agree to comply with them. The Monterey Bay Birding Festival Association, Inc. reserves the right to deny any requests for any reason. Space request and booth assignments will be made by the Monterey Bay Birding Festival. Vendors/exhibitors will be responsible for set up and clean-up of booths.

I/We have read the Monterey Bay Birding Festival Rules and Regulations. I/We agree to comply with all rules and regulations.

Signature: _____ **Date:** _____



Vendor and Nonprofit Agency Exhibitors General information

There will be an Opening Day Social Reception on the 4th floor of the Civic Plaza, Thursday evening from 5:00 to 7:00. Friday, and Saturday will feature speakers in the auditorium (same building) from 7:00 to 8:30pm.

Vendors / Exhibitors:

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| • Friday, September 23 th , | Set-up 10:00am to 1:00pm |
| • Friday, September 23 th | 3:00pm to 7:00pm |
| • Saturday, September 24 th | 3:00pm to 7:00pm |
| • Sunday, September 25 th | 9:00am to 3:30pm Breakdown: immediately after |

Display materials and merchandise must be removed from the vendor room Sunday afternoon between 3:30pm – 5:00pm. The City will resume occupancy Monday morning.

Vendors / Exhibitors are welcome to participate in open or unfilled field trips as time allows. Trip fees, when applicable, will apply but registration fees will be waived. This is an opportunity to get added exposure for your business out in the field.

Vendors/Exhibitors can request coverage by volunteers for breaks through our Volunteer Coordinator, Cathy Gamble. Please email her for request – cathy.gamble@hotmail.com.

Security

The Birders Marketplace (vendor/exhibitor area) will be secured during set-up and when the vendor/exhibitor area is open to the public. Items of value must be secured when your space is unattended. The facility will be locked at all other times. However, neither the City of Watsonville nor the Monterey Bay Birding Festival will be liable for lost, damaged or stolen items.

California State Sales Permit

Birders Marketplace vendors must have a California sales permit to participate. If you do not have a current permit on file with the state, you must obtain one from the California State Board of Equalization. There is no fee. The phone number is 800-400-7115. You can apply online by going to www.boe.ca.gov and follow the links.

Monterey Bay Birding Festival is a 501C3 charity- Federal Tax ID number 77-0246401

For further information or assistance, contact Vendor / Exhibitor Coordinator, Kathryn Herne at kathrynherne@gmail.com.