



Vendor Booth Application - Use for both Profit & Non-Profit
Event Date: Saturday, December 10th, 2022

Please print legibly – we will need to use this information to send your packets.

Name of Company: _____
(Company or Non-Profit)

Circle one: Business Booth Non-Profit (proof of status required)

Name of Contact Person: _____

Contact Information for the day of the event:

Name: _____

Cell Phone: _____

Address: _____

City & Zip: _____

Email: _____

How many 10' x 10' booths do you require? _____

Please provide a brief description of your products.

Any special requirements?

Booth Fees:

10' x 10' Food Vendor Space: \$325

10 x10' Non-Food Vendor Space:

Broadway Street-\$175 10 am to 3 pm

Courthouse Square-\$200 10 am to 6 pm

10' x 10' Non-Profit Vendor Space (budget > \$250,000): \$150

10' x 10' Non-Profit Vendor Space (budget < \$250,000): \$100

All on Middlefield

It is mandatory that your tent has sandbags on all four corners.

I/We hereby waive, release, and discharge any and all claims for damages, personal injury, or property damage which may hereafter occur to me/us as a result of my/our participation in said event. This release is intended to discharge in advance the Downtown Business Group as the lead member of the volunteer group, the staff members, officials, or any public entities (and their respective agents and employees) from or against any and all liability arising out of or connected in any way with my/our participation in said event, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above.

I/We also give permission for any photos/videos/recordings taken of me and anything affiliated with my booth may be used in any publications and for any promotional uses (such as event publication, etc.)

Signature: _____ **Date:** _____

Please mail your application and check payable to Hometown Holidays. Return

both to Redwood City Downtown Business Group, PO Box 1266, Redwood City,

CA 94064.

You may also apply online at HometownHolidays.org, complete the form online

and pay your fee by credit card.

Important Information Please Read

You will need to supply your own tent/canopy, tables, chairs, and any items you will need for your booth, including signage. Hometown Holidays does not supply any tents/canopies, tables, chairs, or signage. The booth fee is for only your space only. It is mandatory that your tent has sandbags on all four corners to secure it for inclement weather.

No water or electricity will be provided. If you intend to use a generator or propane tank, you must indicate it on the application. You will need to submit the required San Mateo County Health Department permit forms for these items, as well. Note: The City of Redwood City Fire & San Mateo County Health Departments will be onsite the day of the event to inspect all food vendor booths.

It is mandatory that you remain present throughout the designated time assigned to your booth. Once your booth is reserved, it will not be adjustable on the day of the event.

Vendors are responsible for their own sales tax collection and reporting. A temporary California Seller's Permit/Resale number can be obtained for no charge. Call 800-400-7115 or go to www.boe.ca.gov for further information.

Booth space will be assigned by the event coordinators. The primary contact person for your booth will be emailed an information packet, which will include directions, booth assignment, and set up details.

For more information, call:
Regina Van Brunt, (650) 455-5144

