



# Railroad Days 2024

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## VENDOR / HARVEST FUN BOOTH INFORMATION & APPLICATION

Saturday, September 28, 2024

11:00 AM - 5:00 PM

PORTOLA CITY PARK | SOUTH GULLING STREET, PORTOLA, CA.

The Lost Sierra Chamber of Commerce is excited to announce another year celebrating our area's rich railroad history with Railroad Days 2024 in Portola! In addition to live event attractions for the whole family, there will be food, local craft beer, harvest cocktails, live music, raffle prizes, fun activities and games for kids! Railroad Days is sure to be great fun for all and will serve as an opportunity to promote our area and local businesses!

We invite you to host a Harvest Fun Booth or Vendor Booth to fundraise, promote your business or just for fun! Harvest Fun Booth Examples: Costume photo booth, carnival style games, ring toss, etc. and we encourage all vendors to include a bowl of candy so the kids attending can go trick-or-treating.

**Vendors:** To reserve your space, there is a small fee of \$30 (per space) with a reduced fee of \$15 for Lost Sierra Chamber members. **Harvest fun booth:** No charge.

Deadline to submit your application is **Sep 1, 2024** to guarantee space.



**Chamber Champion & Railroad Days Event Coordinator:**

Jen Romero | (530) 883-0339 | [jen@lostsierrachamber.org](mailto:jen@lostsierrachamber.org)

# VENDOR / BOOTH APPLICATION

Railroad Days 2024

Vendor/Business Name: \_\_\_\_\_

Business or Fun Booth Description: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Electric & water hookup needed? (food vendors only)

YES

NO

What is the nature of your business?

I am a Non-Profit

I am a Retailer/Crafter

I am a Food Vendor

I am a Brewery/Alcohol Booth

I am a Fun Booth

Other: \_\_\_\_\_

Vendor booth space needed:

10' x 10'      One space \$30 / Chamber Members \$15

10' x 20'      Two spaces \$55 / Chamber members \$25      (\$5 discount)

10' x 30'      Three spaces \$80 / Chamber Members \$35      (\$10 discount)

10' x 10'      Harvest Fun Booth **-no fee**

Other Size      Please contact event coordinator, Jen Romero

Additional notes:

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# RULES & REGS

## Railroad Days 2024

### TIMELINE & DEADLINES

Sep 1, 2024	Deadline for submitting your application
Sep 28, 2024	Railroad Days 2024 event date
7:00 am:	Check in and setup
11:00 am:	Event begin time
5:00 pm:	Event end time

### BOOTH SPACE FEE

One booth space is 10' x 10' Additional space can be reserved for a discounted fee:

★ 10' x 10'	One space \$30 / Chamber Members \$15	
★ 10' x 20'	Two spaces \$55 / Chamber members \$25	(\$5 discount)
★ 10' x 30'	Three spaces \$80 / Chamber Members \$35	(\$10 discount)
★ 10' x 10'	Harvest Fun Booth <b>-no fee</b>	

### GENERAL GUIDELINES

- ★ The Lost Sierra Chamber of Commerce reserves the right to accept or decline applications at our discretion.
- ★ Vendors are responsible for obtaining and displaying any event permits as required for operating within any local, state, or federal guidelines or laws.
- ★ Vendor to provide tents, tables, chairs, weights (if needed), and displays. While the park is fairly level, the ground may not be completely level: it's suggested and encouraged to bring leveling devices for displays.
- ★ This is an outdoor event; be prepared for all types of weather. Fun will ensue rain or shine!
- ★ Vendors must be set up prior to 11:00 am and must remain open for the entirety of the event. No early closures before 5:00 pm please, as this is discouraging to those staying.
- ★ Vendors must maintain a clean area and return their areas to pre-event condition.
- ★ No vehicles of any type may be driven on the grass or sidewalks, or parked on or near assigned locations **during the event from 11:00-5:00**. Vehicles will have easy access for set up and tear down outside of 11:00-5:00.
- ★ Vendors selling food must be current with CA Health and Seller's Permits (Please send copy with application)
- ★ All beer/wine/liquor sales must be through the Chamber. More information on alcohol sales available by contacting the Chamber Champion, Jen Romero (530) 883-0339

This agreement shall be binding on the parties hereto, their successors, or assigns. It is agreed that neither party may convey, sell or assign this AGREEMENT without express written consent signed by both parties. This agreement shall be construed under the laws of the State of California and actions hereunder shall be in Plumas County, California. Failure to comply with this AGREEMENT shall entitle termination of this AGREEMENT and to demand the immediate cessation of VENDOR/BOOTH activities, removal from the festival grounds, and forfeiture of any fees and deposits. The first notification shall constitute a warning; the second notification shall result in forfeiture of the deposit; the third notification may result in the termination of this AGREEMENT and removal of the VENDOR/BOOTH from the festival grounds.

BY SIGNING, I ACKNOWLEDGE AND WILL ADHERE TO THE RULES AND REGULATIONS OUTLINED HEREIN

Vendor/Business Name: \_\_\_\_\_

Print Full Name: \_\_\_\_\_

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

# RELEASE AND HOLD HARMLESS AGREEMENT

Railroad Days 2024

I, \_\_\_\_\_ understand that my participation and/or involvement in RAILROAD DAYS 2024 carries with it the potential for certain risks, some of which may not be reasonably foreseeable.

I further acknowledge that these risks could cause me, or others around me, harm, including, but not limited to, bodily injury, damage to property, emotional distress, or death.

I AM WILLING TO PARTICIPATE IN RAILROAD DAYS 2024 with acknowledgment and acceptance of any potential risks.

By signing this agreement, I agree to release, indemnify, and hold harmless Lost Sierra Chamber of Commerce, it's individual members, board members, the City of Portola, as well as all their employees, agents, representatives, successors, etc. from all losses, claims, theft, demands, liabilities, causes of action, or expenses, known or unknown, arising out of my participation and/or my involvement in the RAILROAD DAYS 2024. I grant to the event organizer the right to take photographs of me in connection with this event, and authorize the organizer to use and publish the same in print and/or electronically. I agree that the event organizer may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, or advertising.

## CHECKLIST

- Completed Application
- Vendor/ Booth Space Fee (Harvest Fun Booth **-no fee**)
- Signed Rules & Regs
- Signed Release and Hold Harmless Agreement
- Copy of Seller's Permit (if applicable)
- Copy of CA Health Dept. Permit (if applicable)

Vendor/Business/Fun Booth Register Name: \_\_\_\_\_

Print Full Name: \_\_\_\_\_

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

**Please email completed and signed application, forms and release agreement to:**

[jen@lostsierrachamber.org](mailto:jen@lostsierrachamber.org)

**Or mail to:**

301 S. Pine Street, Portola CA. 96122

