

**McCloud Chamber of Commerce's Bike-toberfest**  
**September 26<sup>th</sup>, 2015**  
**Vendor guidelines**

To make the McCloud Bike-toberfest go smoothly, we have established the following guidelines::

- You may set up on Friday from 6:00pm to 10pm. (Siskiyou County will not allow us to block off the street until business hours are over.)
- If you arrive early, please do not park your vehicle on the north end of Main Street by the park, as we have vendors who will be setting up there. You may also set up on Saturday morning after 6:00 A.M.
- ALL VEHICLES MUST BE OFF THE STREET BY 8:00 A.M. on Saturday morning, when the event begins. There will be a Chamber representative available to assist you at these times.
- The Stoney Brook Inn, the McCloud Mercantile, the McCloud Hotel and nearby homes have guests who are trying to sleep, so please be as quiet as possible when setting up after dark and early in the morning.
- Booth spaces are 10 feet by 10 feet and most adjoin other booth spaces. Please be considerate of your neighboring vendors and do not take more than your assigned space.
- Vendors are responsible for their own displays, booth set up and removal. Food vendors must follow health regulations and laws, and submit appropriate health permits when registering.
- All vendors need appropriate resale certificates.
- We do our best to accommodate individual preferences on space location. Booth spaces are assigned on a first come, first serve basis. If you do not like the space assigned to you, we will attempt to relocate you in any spaces still available.
- Because there are few electrical connections on site, plan on providing your own power source, if needed.
- All vendors are responsible for clean-up of rented spaces following the event. Any animals must be kept under control at all times and any waste left by them must be removed promptly.
- The Bike-toberfest officially begins on Saturday at 8:00 A.M. and ends at 5:00 P.M. As a courtesy to our buyers, we ask vendors to be available to do business during those hours.
- There is no outside security during this event.
- There will be no refunds for cancellations made within 7 days of the *event*.
- Since this is a family event, items for sale, display, education, demonstration, or entertainment must be family-friendly and illegal items are not allowed.
- There will be numerous options for food and beverage service at the event. Porta-potties will be provided by the Chamber.
- Area businesses, accommodations, and attractions are listed on the Chamber of Commerce web site: [www.mccloudchamber.com](http://www.mccloudchamber.com).
- The Chamber of Commerce cannot be responsible for loss including theft, injury, property damage, vandalism, or weather. The space holder assumes full responsibility for his/her space including all items for sale and agrees to hold harmless the McCloud Chamber of Commerce.

**Please sign below and return this form with the application and appropriate BOE<sup>1</sup> and health forms.**

Vendor Name \_\_\_\_\_

Vendor Signature \_\_\_\_\_

Date \_\_\_\_\_

Each year we are committed to making this event bigger and better! *We appreciate any suggestions you may have to improve the event.*

WE ARE LOOKING FORWARD TO YOUR PARTICIPATION IN THIS EVENT! (If you have further questions or concerns, feel free to contact me the Chamber Office at 530-964-3113 or via email at [events@mccloudchamber.com](mailto:events@mccloudchamber.com))

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<sup>1</sup> Contact the California State Board of Equalization for information about sales tax collection and reporting.