



COMMUNITY FAIR BOOTH APPLICATION

Non-Profit Organizations and Local Businesses

We appreciate your interest in participating in the Town of Colma's Community Fair 2025! Kindly review the application requirements and make sure all sections are thoroughly filled out. If you have any questions or concerns, don't hesitate to email desquivias@colma.ca.gov.

BOOTH INFORMATION

Please note: all correspondence regarding this event and other pertinent information will be communicated via email. If you do not have access to email, please call 650-985-5691.

TYPE OF VENDOR

_____ Non-Profit Organization _____ Local Business

TABLE? (8FT TABLES WILL BE DISTRIBUTED AT A FIRST COME, FIRST SERVE BASIS): _____ Yes _____ No

CONTACT INFORMATION

NAME (FIRST, LAST)	BUSINESS NAME
PHONE	EMAIL
ADDRESS	CITY, STATE, ZIP
501(c) NUMBER	DESCRIPTION OF BOOTH & MARKETING MATERIALS. PLEASE ATTACH OR EMAIL 2 PHOTOS

CANCELLATION POLICY

Organizations and businesses may withdraw their registration **at any time before May 30, 2025**.

Organizations and businesses that cancel **on or after May 30, 2025, may not be invited back to future events.**

GUIDELINES

Submitting an application does not guarantee acceptance into the event. Applications will be reviewed and accepted on a first-come, first-served basis. Organizations and Businesses will receive a confirmation email if accepted.

ADDITIONAL INFORMATION

- Organization and business booths at the community fair are permitted to showcase their products or services to market businesses only. However, no transactions, sales, or pressure to purchase services or products are allowed during the event. All interactions must be conducted in a respectful and voluntary manner.
- Booths must remain at their assigned space for the entire event and may not begin packing up before 3:15 PM.
- All booths must remain in operation during the fair hours and cannot tear down until the conclusion of the event.
- A space will be allocated only after the Colma Recreation Department approves the application, following a first-come, first-served policy. The Committee will assign locations based on what best serves the overall interests of the Community Fair.
- All approved booth will be notified on their booth space number, with regulations and a map within a week prior to the event date.

CONTINUED ON BACK

BOOTH INFORMATION

SET UP AND REGULATIONS

- **Setup begins at 7:30 AM;** early entry is not permitted. **All booths must arrive and check-in by 10 AM.** Entry after 10am will not be permitted.
- Walking the grounds to sell merchandise or distribute materials is prohibited.
- Generators and electricity are **not provided**—all light-up signs or decorations must be battery-operated.
- Booths must bring their own signage, and must be presented professionally.
- All fire codes, laws, ordinances, and regulations pertinent to health, fire prevention, and public safety shall be strictly obeyed.
- Canopies that are 10X10 will be permitted and must be weighed down.
- Each booth will receive two chairs.

Vendors found in violation of any of the above rules may be asked to leave the event, and will not be accepted in the future.

LIABILITY RELEASE

In consideration of the acceptance of my application for entry into each above activity, I hereby waive, release and discharge any and all claims for damages for death, personal injury or property damage which I may have, or which hereafter accrue to me, against the Town of Colma as a result of my participation in the activity. This release is intended to discharge the Town of Colma, its officers, officials, employees and volunteers, any other involved municipalities or public agencies from and against any and all liability arising out of or connected in any way with my participation in the activity, even though that liability may arise out of the negligence or carelessness on the part of persons or Town of Colma. I further understand that accidents and injuries can arise out of the activity; knowing the risks, nevertheless, I hereby agree to assume those risks and to release and to hold harmless all of the persons or agencies mentioned above who (through negligence or carelessness) might otherwise be liable to me (or my heirs or assigns) for damages. It is further understood and agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I am aware of the cancellation policy and the penalties involved for activities for which I have registered myself and family. I realize that while participating in any Town sponsored activities myself or a family member may be photographed and that photo may be used for a future Town of Colma publication, report, flier and/or advertisement. Participant waives and releases the Town of Colma from any and all claims, causes or action, allegations, or assertions that may arise relating to infection of any person by COVID-19 or other communicable disease that occurs, or is alleged to occur, during the Activity. Participant also agrees to defend, indemnify, and hold Town of Colma official, agents and employees harmless arising from or relating to actual or alleged infection occurring during the Activity, except where caused by the sole negligence or willful misconduct of the Town of Colma.

By signing below, I affirm I have read and agree to all of the information, rules, and regulations mentioned in this "Vendor Application," and I agree to comply with the conditions set forth.

Signature

Date

Completed Applications can be sent to: desquivias@colma.ca.gov
Or dropped off/mailed to the: Colma Community Center
Attn: Daisy Esquivias, 1520 Hillside Blvd. Colma, CA 94014

OFFICE USE ONLY:

Completed Application Received By (staff name): _____ Date Received ____/____/____ Time Received: _____
Date Processed: ____/____/____ Processing Staff: _____
Status: Approved Waitlist Denied (circle one)
Date Notified: ____/____/____ via _____