

**At Pilgrim Congregational Church  
600 N. Garey Ave.  
Pomona. Ca. 91766**

## **VENDOR APPLICATION**

The Christmas Experience at Pilgrim-  
Saturday, December 17<sup>th</sup> 2022 at 7pm  
email: [events@phatx.com](mailto:events@phatx.com)

### **Features & Benefits:**

As a vendor for the Christmas at Pilgrim you receive the following:

- Vendor space in our marketplace.
- 2 vendor passes.

Bonuses from business sponsors

- FREE 1year retail membership to Biz Help 101. This membership gives you savings on products and services that you as a business owner needs to do business.
- An interview on our media sponsor BAC Internet Radio & TV Network
- Your business will be added on our Recycle Christian Dollars Directory.

### **Booth Guidelines:**

Booth space is 10'x10'; all vendors are responsible to supply their own canopy booth, tables, chairs or any other equipment to run their booth. Displays must be professional and attractive, unique and appealing. All items must be self-contained and completely displayed inside booth. If you need additional space, you will be required to rent a second booth.

\*You will not be able to vend if we don't have it and there is no vendor refunds.

**Sellers Permits:** Vendors are required to provide copy of California sellers' permit.

**Insurance:** We will need an additional Insured with a million dollar with Pilgrim Congregational Church added to policy for event.

**Electricity and Equipment:** You may request electricity. Please note that electricity is limited 15 -amp service per vendor. You **MUST** provide your own, screens, flooring, water source, electrical/extension cords, and lighting.

**Set-Up:** The parking permits and credentials will be issued upon approval of application and all fees received. All other vendors must check-in between 11 a.m. on Saturday, December 17<sup>th</sup>, 2022. • Booths must be completely set-up by 6:00 p.m. Experience doors open at 7:00 p.m. The Experience requests that all vendor booths remain open until 9:30 p.m.

### **General Information & Regulations:**

1. The Christmas Experience will proceed as scheduled rain or shine. In the case of substantial rain or extreme weather, the event coordinators may decide to cancel the event and will promptly notify vendors to begin closing and breaking down booths. If the event is cancelled prior to the day of the event, a Committee Planning member will contact the designated contact person on your vendor application. **NO REFUND OR CREDIT WILL BE GIVEN TO ANY VENDOR WHO DECIDES NOT TO PARTICIPATE FOR ANY REASON.** 2. If any vendor is unable to participate in the festival, the vendor is expected to notify the event coordinator (listed above) as soon as possible and no later than August 24<sup>th</sup>, 2019 (No refunds will be given). 3. Booths are not to be shared or subleased. 4. Vendors are only permitted to sell merchandise and items listed on the vendor's application that was approved by The Christmas Experience Committee. 5. Vendors are to dress appropriately, including the wearing of shirts and shoes at all times. 6. Vendors acknowledge that "The Christmas Experience" is not operated by Pilgrim Congregational Church. 7. No alcoholic beverages or smoking are permitted. 8. Signage must be neat and professional and must not be oversized to cause obstructions to the other vendors. Coordinators will determine inappropriate signage. 9. Booth assignments will be made on a first-come, first paid and approved basis. However final location of a booth at the events may be changed and will be decided by the coordinators. There is no guarantee on assignments the day of the event. 10. All merchandise is to be displayed within the assigned booth space or it may be necessary to obtain a second booth. 11. Booths should be kept neat and clean at all times. The more attractively merchandise is displayed, the better the likelihood of attracting customers and increasing sales. All sales are the responsibility of each vendor. The, "The Christmas Experience" coordinators, affiliated members, volunteers and participants are not liable for any sales and/or levels of profits made by any vendor. 12. Safety of visitors and fellow vendors is a priority. Please be careful setting up, breaking down and connecting electrical equipment. Don't leave anything lying around that can be tipped over or tripped over. Please exercise safety precautions at all times. You will be charged with reimbursing the Phat X, Inc. for any damage you make. All tents and canopies, pop ups and EZ-Up must be secured by weights or bags. 13. All vendors must comply with local health, fire and safety department codes. Participants must be aware of and comply with city code requirements. 14. Security will be on site for the event but is not available for your individual booths or locations.

### **Vendor Participation Procedure:**

1. Complete and sign the application. Please enclose a photo of your booth or detailed description along with a description of the merchandise to be sold (photo will not be returned). 2. Include with application request the booth rental fee. Accepted forms of payments are credit card, debit card, check; money order or cashiers' check made payable to:

Phat X, Inc. Cash will only be accepted if provided in person to provide a receipt. NOTE: No refunds will be given if you are not able to participate on the day of the event. Therefore, please make sure you are able to attend. Remember that all spaces will be assigned. Any returned checks will automatically disqualify vendor from participation and all associated bank fees must be paid by vendor.

**VENDOR FEE**

Spaces again are first come first serve. Electricity and Equipment: You may request electricity for an extra fee.

- All Merchandise & Info \$50
- Non-Profit Agencies \$50

**HOLD HARMLESS AGREEMENT**

I have read and agree to comply with all Policies and Procedures for the THE CHRISTMAS EXPERIENCE . I understand that if I do not comply with all policies and procedures I will be expelled from the festival/event and I will not receive a refund of my vendor booth rental. I agree to indemnify and hold harmless Phat X, Inc. and Pilgrim Congregational Church- The Christmas Experience. This agreement is between The Christmas Experience and the vendor. No part of this agreement is transferable to another party, including but not limited to the space at the event, including sharing space with an entity other than the one named herein. All participants shall indemnify, defend, save harmless The Christmas Experience , The Christmas Experience , Phat X, Inc. Coordinators/Organizers and employees, as well as, its officers, officials, agents, and employees from any and against any and all claims, demands, lawsuits, penalties or liabilities or liabilities by any name of kind or nature whatsoever, which the Coordinator/Organizers and their employees or The Christmas Experience , The Christmas Experience , Phat X, Inc., its officers, officials, agents, and employees may sustain or incur, or which may be imposed upon them for injury or death of any person, or damage to any property, as a result, of or arising out of, the participant’s acts or omissions in connections with the THE CHRISTMAS EXPERIENCE . I certify that I am the responsible person referred to in the Vendor Application, and that I am authorized to execute on behalf of the business listed herein and accept legal process on behalf of the business. I also acknowledge that the Policies and Procedures can change at any time, and it is my responsibility to check with THE CHRISTMAS EXPERIENCE Coordinators for updated changes.

SIGNATURE DATE PRINT NAME, Company and Title Applicant

Application Company

Name: \_\_\_\_\_

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

Address \_\_\_\_\_ Business Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

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

2nd contact \_\_\_\_\_ email \_\_\_\_\_

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**Choose the following category and rental fees:**

Merchandise \$50.00 [ ]

Non-Profit Agencies \$50.00 [ ]

**Total** \_\_\_\_\_

**Forms of Payment Accepted:**

- Credit Card or Debit (See Below),
- Square (Over the phone)
- Zelle: Tele or email: \_\_\_\_\_
- Cash App: Tele or email: \_\_\_\_\_
- PayPal, PayPal email address: \_\_\_\_\_

By signing below, you or your organization agree to be a vendor/participant for the The Christmas Experience on Saturday, Decemger 2022. Due to limited space and planning all payments are due no later than December 10<sup>th</sup>, 2022. A portion of the proceeds will be donated to local community organization non-profit Urban Economic Empowerment and are tax deductible. Please mail payments to: Phat X, Inc., Pilgrim Congregational Church, 600 N. Garey Ave. POMONA, CA. 91766. By completing the information below, I authorize Phat X, Inc. to charge my Debit/Credit card. (Square processing service)

Printed Name of Vendor \_\_\_\_\_

Debit and Credit Card- (a 4% service fee may be added to credit card payments)

Credit Card (Visa/Mastercard etc...) \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Ex date \_\_\_\_\_

CVV number on back of card \_\_\_\_\_

Address (where credit card statement is mailed) \_\_\_\_\_

State \_\_\_\_\_ zip code \_\_\_\_\_

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

COMPLETE LIST OF ITEMS/MERCHANDISE FOR SALE if necessary (please attach a complete list)

## THE CHRISTMAS EXPERIENCE Vendor Application

APPLICATION CHECKLIST: INCOMPLETE APPLICATION, SUBMISSIONS AND PARTIAL PAYMENTS WILL NOT BE ACCEPTED OR PROCESSED.  Completed Application.

(Make Checks out to PHAT X, INC)  Booth Space Rental REQUIRED IN FULL WITH APPLICATION.  Description of items for sell.  A photo of the booth is required for all food vendors.  California Sellers permit. if you do not have one you can register online at <http://www.boe.ca.gov/info/reg>.  Proof of insurance-Proof of Full endorsements is required. Additional insured language and sample of full endorsements attached Correspondence may be sent to: 1107 E. GRAND AVE. #A, POMONA, CA. 91766 [events@phatx.com](mailto:events@phatx.com)