

# Vendor Application

Thank you for your interest in participating in San Bruno's **2023 Holiday Boutique!**  
 Review the application requirements and complete everything in its entirety.  
 If you have any questions, please call (650) 616-7186.

**Registration opens on Monday, September 18, 2023 at 12:00pm**  
 (Applications will not be accepted prior to September 18, 2023 at 12:00pm)

| Vendor Information  |  |
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| <i>*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 let Jovana Toscano know.</i>  |  |
| Contact Person:   | Address: (Include apartment or unit number if applicable)  |
| Business Name: (If applicable)  | City, State, Zip   |
| Phone:  | Alternate Phone:   |
| Email:  | Website:   |
| 501(c)3 Number:   |  |
| Booth Fees: (Tables not included)<br>Option 1: 5'x 8' - \$45R/\$56NR <input type="checkbox"/><br>Option 2: 8'x 8' - \$65R/\$80NR <input type="checkbox"/>   | Table Rentals: \$10 per table (Please mark if applicable)<br><br>Table Rental <input type="checkbox"/> |
| <b>Select your 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> choice of where you'd prefer to be stationed.</b> (We will try to accommodate your choices, but keep in mind that applications are processed on a first-come, first-served basis, and the earlier you register the better your chances of getting your first choice.)<br>Assembly Room ___ Library ___ Craft Room ___ |  |
| <b>REQUIRED: Attach three (3) pictures of items you're selling</b>  |  |
| Description of goods that will be sold:   |  |

## Equipment Requirements

Vendor must provide their own equipment, tables, table coverings, and decorations. All equipment and sale items must fit and remain within the assigned vendor space for the duration of the event. Two chairs will be provided at each vendor space. 8-foot tables are available for rent for \$10.00 with prior notice. Canopies are not permitted. See rules and regulations for display and signage specifics.

## Rules & Regulations

- Submitting a completed application *does not* guarantee acceptance into Holiday Boutique. Vendor applications will be reviewed once registration opens and accepted on a first-come, first-served basis. Vendors who are accepted will be notified of acceptance with a confirmation email.
- This is a rain-or-shine event taking place from 10:00am – 4:00pm on Saturday, November 25, 2023, at the San Bruno Senior Center located at 1555 Crystal Springs Road in San Bruno.
- All items sold must be handcrafted by the vendor. Re-sale items are not permitted.

- Vendors must remain in their assigned space for the duration of the event (10:00am -4:00pm) and are not to begin packing up until 4:00pm.
- Walking the grounds to sell merchandise or distribute materials is strictly prohibited.
- Generators are not permitted, and electricity will not be provided. All light-up signs or decorations must be battery-operated.
- Vendor must provide their own signage.
- Displays and signage may not exceed the bounds of your space in length and width nor extend 3ft in height from the top of the table.
- No handwritten signage will be permitted.
- All fire codes, laws, ordinances, and regulations pertinent to health, fire prevention, and public safety shall be strictly obeyed.
- 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.

## Indemnification

In consideration for being permitted by the City to participate in the above-referenced activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity. This release is intended to discharge in advance the City of San Bruno, its officers, employees, Boards and Commissions, volunteers, agents, and the San Bruno Park School District from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of active or passive negligence or carelessness on the part of the persons or entities mentioned above. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs, administrators, executors, and assigns and that I shall indemnify and hold the free and harmless City of San Bruno, its officers, employees, Boards and Commissions, volunteers, agents and the San Bruno Park School District from any loss, liability, damage, cost, or expense which may arise out of or connected in any way with my participation in said activity. Additionally, I fully understand that my participation in the above-referenced activity exposes me to the risk of personal injury, death, communicable diseases including COVID19, illnesses, viruses, and/or property damage. I hereby acknowledge that I am voluntarily participating in this activity and agree to assume any such risks.

**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.**

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SignatureDate

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Name (Printed)

**Completed Applications can be sent to: [jtoscano@sanbruno.ca.gov](mailto:jtoscano@sanbruno.ca.gov)**

**Or**

**mailed to: Community Services - Holiday Boutique  
Attn: Jovana Toscano, 1555 Crystal Springs Rd., San Bruno, CA 94066**

**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 \_\_\_\_\_