

PART 1

PORTERVILLE CHAMBER OF COMMERCE

93 N. Main St., Suite A
Porterville, CA 93257
(559) 784-7502
Events1@portervillechamber.org



VENDOR APPLICATION FORM V.2

VENDOR INFORMATION

BUSINESS NAME as shown on Federal Tax Return		VENDOR EMAIL
ALTERNATE NAME if applicable / (doing business as)		PHONE
POINT OF CONTACT NAME	TITLE	Veteran's Fee Waiver (food only) (Include Copy)
PAYMENT ADDRESS / CITY / STATE / ZIP		Food Vendor Health Permit # (Include Copy)
VENDOR WEBSITE, SOCIAL MEDIA Handle, or PRODUCT DESCRIPTION		

BOOTH TYPES & FEES (All booth spaces are 10' x 10')

Vendor Booth Space	Food Vendor Booth	Informational Booth Only
Arts/Crafts/Handcrafted Only - \$100	Prepackaged Food Vendor - \$100	Commercial Info Booth - \$100
Wholesale or Commercial Retail - \$125	Onsite Cooked Food Booth - \$150	Non-Profit Info Booth - \$100
Activity Booth - \$100	Truck or Trailer (10 x 20 booth space) - \$175	
	Non-Profit Entity Food Booth - \$125	

ADD - ONS

Intersection booth - \$50
Food Vendor Temporary Food Permit Fee - Refer to TFF App.
Consideration for preferred arrangement - \$0 (based on availability)

BOOTH DIMENSIONS

Booth Amount (How many booth spaces)		Please note: Food vendor booths for onsite, truck/trailer, and nonprofit entities, are given priority to Chamber members. Non-members will be waitlisted and considered until February 13.
Regular Booth (non-enclosed) or Enclosed Booth	Regular / Enclosed	
Truck or Trailer: Window Side	Driver/ Passenger	
Other specifications our staff needs to take into consideration:		

If you have a preferred arrangement need, please let us know why and where: _____

This Agreement is between the **Porterville Chamber of Commerce** ("EVENT") and the undersigned **Vendor** ("VENDOR"). This Agreement becomes effective upon submission of a completed and signed application.

Review Each Clause:

1. **Event Hours & Set-Up:** VENDOR must be set up by 10:00 a.m. and remain open until 3:00 p.m. Booths must be cleared by 5:00 p.m. on March 28, 2026.
 - o **\$50 Compliance Deposit:** Submit a separate \$50 check. Refundable only if the booth is able to adhere to all rules listed in this agreement.
2. **Sales Tax:** VENDOR is solely responsible for all taxes.
3. **Booth Assignments:** EVENT may limit similar booth types to maximize vendor success.
4. **Booth Setup:** VENDORS must provide all materials (tents, tables, etc.). No power or water is provided.
5. **Conduct:** VENDOR staff must remain courteous and professional at all times.
6. **Liability:** EVENT is not responsible for damage, loss, or theft of property or injury to personnel.
7. **Cancellations:** No refunds due to weather or circumstances beyond EVENT's control. No refunds after **February 28, 2025**. Any other cancellations are at EVENT's discretion and may incur a fee.
8. **Indemnification:** VENDOR agrees to hold harmless the Porterville Chamber of Commerce and all affiliates from any claims arising out of participation in the EVENT.
9. **Product Standards:** All items sold must be family-friendly and pre-approved. EVENT may remove inappropriate items or VENDORS.
10. **Disputes:** Any dispute will be resolved by arbitration under California law.
11. **Modifications:** This Agreement may only be modified in writing, signed by both parties.
12. **Severability:** Invalid clauses do not affect the rest of the Agreement.
13. **Additional Release:** VENDOR releases EVENT and its affiliates from all claims related to participation.
14. **Defaults:** Written notice of any default is required. If unresolved, EVENT may terminate participation.

FOOD VENDORS ONLY:

- Must pay appropriate health permit fee (payable to Porterville Chamber of Commerce).
- Fire extinguishers are mandatory.
- Must follow all Tulare County Health Department regulations.

Final Statement:

By signing below, I affirm that I have read and agree to the above, including the General Policies and Liability Release.

VENDOR / BUSINESS REPRESENTATIVE NAME	SIGNATURE	DATE

PAYMENT METHOD

Cash	<input type="checkbox"/> Chamber Members Only: mark this checkbox to be invoiced.	TOTAL FOR BOOTH TYPE AND SPACES	
Credit Card		CHAMBER MEMBER DISCOUNT (Subtract \$50)	
Check		COMPLIANCE DEPOSIT	\$50
Membership Credits		LATE REGISTRATION FEE: After February 28, 2024 (Add \$50)	
Other		TOTAL TO BE PAID	

I hereby acknowledge that I've completed the Spring Festival registration form to the best of my ability, and I have reviewed the total amount due and the vendor agreement.

BUSINESS NAME		
REQUESTOR / BUSINESS REPRESENTATIVE NAME	SIGNATURE	DATE SUBMITTED OR PAYMENT SENT

INTERNAL USE ONLY	PLANNING NOTES	DATE PROCESSED	RECEIPT SENT

Registrations submitted after February 28 are considered late and will have an additional fee.
DEADLINE FOR NON-FOOD VENDOR AND INFO BOOTH APPLICATIONS: MARCH 13, 4:00 P.M.

Submit to the Porterville Chamber of Commerce, find address on PART 1 of this application.
Payments can be made to the Porterville Chamber of Commerce or online. Request invoices via email to the Events Coordinator if you are not a Chamber member.

EVENT PROCESSING TIMELINE FOR GENERAL QUESTIONS

August 2025	February 2026	March 2026	March 2026	April 2026
Spring Festival registrations open.	Deadline for all food vendors: February 27. Late fee added after February 28.	Registrations close on March 13. Placements are confirmed between the 16th - 26th.	Event date on March 28, from 10 a.m. - 3 p.m.	Compliance deposits are returned throughout the month, 2 weeks after the event.