

CALEXICO RECREATION DEPARTMENT



CITY OF CALEXICO 117TH ANNIVERSARY OPENING OF A 30-YEAR-OLD CAPSULE



CALEXICO CITY HALL, 608 HEBER AVENUE
THURSDAY APRIL 17, 2025
4:00PM - 7:00 PM



BOOTH REGISTRATION FORM

Company Name: _____ Business Owner Name: _____
Address _____ City _____ State _____
E-Mail Address _____ Phone# _____

REGISTRATION FEES: Spaces are 10x10 ft. * No refunds after your application has been accepted!

- Non - Profit Informational Booth: Free
No selling or giving out snacks.
- Business Non-Food: \$10.00
- Food Booth: ICPHD Food Facility Permit + Registration fee: \$75.00
- Food Booth Mobile unit 6 & 12 month permit holder: \$25.00

Please choose the vendor category that best fits your business:

- Prepared food vendor/food truck Artist/Homemade artisan
Reseller(circular fashion and goods) Other
Non-Profit/Civic Organization or Community Group

Please provide a brief description of your booth/product list and the activity that will be provided, if applicable:

DEADLINE TO REGISTER: Friday, March 28, BY 4:30 PM

- Vendor Registration Form, registration fee, and Application for a Temporary Food Facility Permit, if applicable, **MUST** be submitted by 4:30 PM on March 28, 2025 at the Calexico Recreation Department at 707 Dool Avenue. Forms are available at the Recreation Department Office, at <https://calexicorecreation.org>, or contact us at recreation@calexico.ca.gov.
- All food and merchandise vendors must obtain and provide a City of Calexico One-Day Business License (NO EXEPTIONS). For information on business licenses, please call the Calexico Finance Dept. at (760) 768-2120/2122.
One-Day Business License Fees:
 - * Businesses with a current City of Calexico business license: \$24.00
 - * Businesses without a current City of Calexico business license: \$49.00

** All groups must supply their own electricity, tables, canopies, trash cans and chairs for booths.

** Decorate your booth.

FOR OFFICE USE ONLY: Approved by: _____ Denied by: _____
Payment: Check _____ (Check #) _____ Debt/Credit _____ City Receipt # _____
Comments _____

RULES AND REGULATIONS

Vendor spaces are 10x10 ft

1. All vendors shall obtain all licenses and permits required by the state of California, Imperial County, and the City of Calexico prior to operating said business. All permits and licenses must be visible and available upon request.
2. All food and merchandise vendors are required to obtain a City of Calexico One-Day Business License. Failure to comply will result in expulsion and forfeiture of any fees paid.
3. All vendors must comply with all federal, state, and city ordinances.
4. All Vendors are responsible for providing all necessary items to operate on date of event, such as: silent generator, tables, chairs, lighting, canopy, extension cords, sandbags, trash cans, dolly for loading and unloading, etc.
5. Setup and tear down: Setup is 2 hours before event and must be ready to sell by 3:45 PM Vendors may not leave before the end of event.
6. Vendor are responsible for keeping their space attractive during event hours and for cleaning up their space after the event. This includes picking up all debris and removal of garbage. Vendors whose products generate waste must provide covered trash containers for customer use.
7. Vendors may not use city faucets or electricity. Each vendor must provide their own potable water and generator and must comply with health department requirements.

I have thoroughly reviewed and comprehended all rules and regulations. By affixing my signature, I commit to adhering to all stipulated requirements.

I am aware that any failure to do so may lead to the forfeiture of fees without a possibility of refund, as well as exclusion from the current event and future participation in similar events.

SIGN HERE _____ DATE: _____