



Town of Apple Valley

Christmas Tree Lighting 2019 Vendor Application

For Town Use Only: 2510-6790-8721

Last Name: _____

Space # _____

Power required: _____

Vendor Information—Please PRINT CLEARLY using black or blue ink

Name: _____

Business Name: _____ Type (retail/civic/sponsor): _____

Mailing Address: _____

City: _____ Zip: _____ Email: _____

Phone: _____ Cell Phone: _____ Fax: _____

General event rules

- There is no water access. Electrical access is limited.
- Cancellations: Since this is an invitation only event, if you cancel within one week, fail to show up, don't set up on time, or leave early you may not be invited to future Town events.
- Event set-up and space assignments are subject to change at any time.
- Set up must be complete by 4:45pm. DO NOT pack up prior to 7pm.
- (1) 8 foot table is provided. Please provide your own table cloth, chairs and holiday decorations.
- No bake sale, snack items, beverages or retail items may be sold, except by approved vendors.
- If you're in need of electricity you must provide your own extension cord and power strip.
- No smoking allowed anywhere on park properties.

Christmas Tree Lighting

5 - 7 pm

Town Hall

14955 Dale Evans Pkwy.

Dec. 3



Items Given Away/Information Provided

In lieu of vendor fees, give a ways must be provided for est. 300 attendees. Please describe all items that you plan on giving away and services or information you will provide. These descriptions assist us as we try to avoid placing someone with similar items next to you, or avoid too many vendors giving away the same item.

Number of spaces requested 10' x 10'

Do you need access to low-wattage power?



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Help us spread the word! We will email a flyer as soon as they're ready. You can let us know then if you'd like some printed copies as well.

Recreation Department: efratt@applevalley.org
(760) 240-7000 X 7882 or X 7880 Fax: (760) 240-7887

Make checks payable to: Town of Apple Valley
14955 Dale Evans Parkway Apple Valley, CA 92307

If the Event Coordinator has given you permission to sell items, the below information below pertains to you:

BUSINESS LICENSE: Vendors at Town sponsored events who report gross sales of \$500.00 or less to the state are not required to obtain an Apple Valley Business License (M.C. 5.02.040). Therefore, a business license will only be required from vendors who participate in 3 or more Town Sponsored Events per calendar year.

A PHOTOCOPY OF YOUR CURRENT BUSINESS LICENSE MUST BE ATTACHED. **Business License #:** _____

RESALE License: Attach a copy of your license with this application. All event vendors selling NEW items MUST have a resale number, no exceptions. This is free of charge and is obtained through the State Board of Equalization.

The application can be downloaded at www.boe.ca.gov or for more information please call (951) 680-6400.

Resale #: _____

I have read and understood the Event Vendor Requirements, Vendor Acceptance Policies, Fire and Health Department Requirements and this application and agree to abide by the rules and requirements as set forth, therein and any others that may be implemented. I understand that failure to abide may result in a non-refundable loss of fees, not being allowed to set up the day of the event, or removal from the event, and may prevent my participation in future events held by the Town of Apple Valley.

Sign Here: _____ Date: _____

*** We strongly encourage the use of recyclable/recycled products.**

Town of Apple Valley notes only:

Added to Database Added to Business License log Added to Health Dept. Log Added to Spread Sheet