

## **How to Participate: FOOD VENDOR**

**1. Contact Emma Loethen at (209) 201-3844 and inform her of your intent to participate.** (This step is crucial for food vendors as we must personally call Merced County Health to include you on the approved food vendor list).

**2. Complete the Merced County Community Food Event Food Facility Application and submit it to the Merced County Department of Public Health no later than **November 14, 2011**.** County Health fees (\$113.00) will also need to be paid upon submittal of the application.

**Please return the Merced County Department of Public Health application form to:**

Environmental Health  
777 W. 22<sup>nd</sup> Street  
Merced, CA. 95340  
P (209) 381-1100  
F (209) 381-1215

**3. Complete and submit the Downtown Merced Hometown Holiday Craft Fair application form to the address listed below, no later than **November 18, 2011**.** Participation fees must be included. (Make check payable to: Active 20-30 Club of Merced)

**Please mail Downtown Merced Hometown Holiday Craft Fair application form to:**

Active 20-30 Club of Merced  
3144 North G Street, Ste. 125-327  
Merced, CA 95340

**4. The Special Events Business License Fee form and payment must be taken in person to the City of Merced Finance Department at 678 W. 18<sup>th</sup> St. Merced, CA. 95340. The \$12.50 Special Events Business License Fee has to be paid before December 2, 2011.**

\*If you already have a Business License to sell your products within the City of Merced, the Special Events Business License Fee **does not** apply.

### **Additional Information:**

- Make checks payable to "Active 20-30 Club of Merced"
- Set up time begins at 9:45 am. Booths must be set up by 11:00 am.
- The registration fee includes an insurance policy
- There will be security during the festival though no guarantee as to the security of your possessions can be made
- Participants are required to stay for the entire event (11:00 am – 5:00 pm)
- Confirmation of location and space number will be sent to you prior to the event.

Please contact Emma Loethen at 209-201-3844 or [christmasparade@merced2030.com](mailto:christmasparade@merced2030.com) for more information.

\*Applications will be taken on a first paid, first served basis. Businesses and Restaurants within the City of Merced Downtown Business Improvement District have participation priority. The Active 20-30 Club of Merced reserves the right to reject any vendor and cancel any application without cause.