

2017 HANGAR 24 AIRFEST AND 9TH ANNIVERSARY CELEBRATION NON-FOOD VENDOR INFORMATION

Please review prior to submitting your application.

APPLICATION PROCESS

- To participate in the Hangar 24 AirFest and 9th Anniversary Celebration, an application must be submitted according to the instructions listed in this packet and are subject to committee review. Approval is not based on a first come/first serve basis. The selection of approved applications will be based on the uniqueness of product, appearance of booth display, and similarity to other vendors.
- Vendors must list all product(s) to be sold, promoted, displayed or given away. Hangar 24 Craft Charities reserves the right to select the items a vendor is allowed to sell based on the product, duplication of product and/or objectionable items. If you are not selling but generating leads for future business, please indicate product or service on application.
- Once the application process begins, accepted applicants will be posted to the [Hangar 24 AirFest website](#). All applications are reviewed prior to the selection process. If application is not received by **12 Noon, Monday, April 3, 2017**, vendor shall not be considered.
- Vendors may pay cash, money order, or checks payable to Hangar 24 Craft Charities. Payment must be submitted at time of application or you may contact us at p2eventworks@gmail.com for payment arrangements, if necessary. Payment will not be processed until you have been approved and no space is guaranteed until payment is received in full.
- Hangar 24 Craft Charities reserves the right to deny an applicant or limit products sold which are in conflict with other agreements, contracts or deemed unsuitable for the event.

NON PROFITS

All nonprofit organizations applying to participate must submit proof of not-for-profit status (501 C3) to be eligible for the nonprofit pricing and the ability to fundraise at the event. The nonprofit organizations approved for the Hangar 24 AirFest and 9th Anniversary Celebration may distribute flyers, pamphlets, brochures or other information within their assigned booth at the AirFest. There shall be no posting of information on hangars, other booths, or any aircraft.

VENDOR FEES

If you are a vendor who will not be actually selling product at the event, please see the application for the correct fees. **If you are selling product at the event, the following applies to you:**

20% of gross sales (net of sales tax) will be payable to Hangar 24 Craft Charities at the conclusion of the event, less the deposit paid with the application. Deposits are based on the size of your footprint:

10' x 10' space = \$250 deposit

10' x 20' space = \$400 deposit

If you require a larger space, please contact us for pricing.

Example: Example #1 Total sales net of sales tax: \$5000 X 0.20 = \$1,000 - \$250 deposit = \$750 owed prior to exiting airport grounds

Example #2 Total sales of \$900 x 0.20 = \$180 (less than the \$300 deposit) deposit will then be the vendor fee and you would owe nothing prior to exiting.

CALIFORNIA SALES TAX REPORTING

We are required by California law to obtain your valid Sales Tax Permit number (the number obtained through the State Board of Equalization which controls sales tax). You will not be allowed to sell at the event without providing this number.

INSURANCE REQUIREMENTS

The business name on any insurance documents **must match** the Organization Name on your application. If your insurance name and organization name are different, please request that your insurance agent adds the organization name to your policy. You will need to provide the following for this event:

Certificate of Insurance with the following

- General Commercial Liability with
 - \$1,000,000 per Occurrence
 - \$1,000,000 Aggregate
 - \$1,000,000 Products and Completed Operations Aggregate
 - Additional Insured Endorsement
- Automobile Liability
 - \$1,000,000 Combined Single Limit
 - Must cover all Owned, Non-owned & Hired autos

- Workers' Compensation
 - \$1,000,000
 - Must include a waiver of subrogation

Please list the following as additional insured on your insurance policy:

Hangar 24 Craft Charities, Hangar 24 Craft Brewery, and Hangar 24 Craft Distribution and its officers, employees, agents, and volunteers
1939 W. Park Ave.
Redlands, CA 92373

City of Redlands and its officers, employees, agents, and volunteers
35 Cajon Street
Redlands, CA 92373

Certificate of Insurance must be submitted via email no later than **12 noon, Friday, April 28th, 2017.**

One (1) day policies are available through the City of Redlands at a nominal cost. Please contact us for details.

BOOTH PRESENTATION:

Hangar 24 AirFest will represent the best vendors, both in the quality of product and in the attractiveness of presentation. Vendors will be required to adhere to strict standards of booth presentation.

- Vendors will be charged for each space they wish to occupy
- **All vendors must provide their own canopies, tables, table covers, chairs, and signage. Vendors must present an attractive display, including the use of table drapes. Drapes must be hemmed and long enough to cover any items stored underneath. Material that is soiled or torn is not acceptable.**
- Event area will be lit, but if booth requires additional lighting during the night, Vendor will be responsible for providing it and power
- Back walls and side walls are highly recommended.
- No handwritten signs are permitted. All signage must be of a professional quality.
- All vendors must set up, display, and operate within their designated booth space.
- No part of the display may interfere in any way with other vendor/exhibitors, or reach beyond the limits of the rented booth space.
- The booth shall be staffed at all times during the entire duration of the air show hours.
- Hangar 24 AirFest staff reserves the right to deny future participation to vendors who fail to meet rules & regulations or expected standards of presentation.

REFUND POLICY

The Hangar 24 AirFest Committee has a no refund policy. We recognize that circumstances may arise that will prevent your participation, so please plan carefully. If you have a question concerning this matter, please contact Pam Davidson at 951-707-3147.

General Rules

1. Hangar 24 Craft Charities bears no responsibility for any theft or damages to property belonging to any participants in the Hangar 24 AirFest and 9th Anniversary Celebration. Hangar 24 Craft Charities assumes no responsibility for any items left unattended during Hangar 24 AirFest and 9th Anniversary Celebration.
2. No person participating in the Hangar 24 AirFest and 9th Anniversary Celebration shall state, imply, or otherwise suggest that Hangar 24 Craft Charities, Hangar 24 Craft Brewery, Hangar 24 Craft Distribution and/or Hangar 24 AirFest and 9th Anniversary Celebration sponsors or supports the views of his/her organization.
3. Participants in the Hangar 24 AirFest and 9th Anniversary Celebration shall be appropriately dressed and conduct themselves professionally and appropriately.
4. Participants may not sell merchandise of an adult nature, alcohol, or drug paraphernalia; nor may any merchandise be sold which may imply, suggest, or support this type of activity.
5. Participants may not sell any weapons of any type (i.e. toy guns, knives, swords, including collectible weapons, etc.) No poppers, sill string, or fire crackers of any type are permitted.
6. No person shall deface or otherwise alter the Redlands Municipal Airport, airport grounds, tarmac, or any other facilities.
7. All participants shall reimburse Hangar 24 Craft Charities for any costs incurred relating directly to their activity before, during, and after the event. This includes damages to landscaping, light fixtures, electrical outlets, fencing, airport grounds, tarmac etc.

8. All participants shall keep their area clean during the event, and leave the space and surrounding area clean afterward. Vendors are required to take all waste caused by or relating to their activity with them. If additional garbage collection, lot sweeping, or other cleanup is required, vendor fees will be increased to cover cost.
9. Animals of any kind are not allowed in the Redlands Municipal Airport area. Service animals are acceptable.
10. Excessive noise from sound systems, musical performances, and other audio equipment is prohibited. Sound-producing or sound amplification devices may not be used by Vendor without the prior written approval of Hangar 24 Craft Charities.
11. Vendors shall not interfere, verbally or physically, with the activities of other participants. All questions and/or complaints should be directed to the AirFest staff. AirFest staff shall respond appropriately.
12. There will be no selling out of storage boxes. All storage boxes are to be covered by the required table drapes; No flashing, blinking laser, or strobe lights may be used or sold.
13. Any vehicle outside of the designated parking area or without proper vendor booth parking pass will be towed at owner's expense.
14. All flying objects and lasers are strictly prohibited, including but not limited to: balloons, remote controlled flying objects, frisbees, balls, laser pointers, etc.
15. All participants shall comply with all of the above rules. Noncompliance, including offensive conduct, may result in immediate revocation of Hangar 24 AirFest and 9th Anniversary Celebration privileges and forfeiture of fees. Hangar 24 Craft Charities reserve the right to modify the Hangar 24 AirFest and 9th Anniversary Celebration General Rules without notice.

All requested materials must be submitted together with your application when it is received. Partial or incomplete applications will not be considered. Submit application via email to p2eventworks@gmail.com. Contact Pam Davidson at 951-707-3147 with payment information.

Submit Application via email: p2eventworks@gmail.com
Tax ID # 46-1723972

You will be contacted within five (5) business days to confirm your submission has been received