



**DISCOVER HIGHLAND  
SATURDAY OCTOBER 27, 2018  
2 PM TO 6 PM  
Highland Crossings, Lowe's Home Improvement  
27847 Greenspot Rd., Highland**

**VENDOR INFORMATION PACKET**

**INFO: (909) 864-4073**

Discover Highland (DH) is operated by the Highland Area Chamber of Commerce. The purpose of this event is to introduce the community to local businesses through a community outreach event that is family friendly and inclusive of profit and non-profit businesses in the Highland Area. This event is designed to:

- Expose community members to the merchandise and services offered by Highland businesses
- Create a cooperative relationship between the community and local businesses
- Promote non-profit organizations by providing a platform for communication and outreach
- Shine a light on the benefits of doing business in Highland

**It is the goal of the Highland Area Chamber of Commerce to schedule activities and participants that provide a wholesome family friendly environment. Discover Highland vendors and participants will adhere to safe, family valued themes/products/and services.**

**APPLICATIONS**

The Highland Area Chamber of Commerce has full discretion concerning the participation in DHN. First priority booth spaces will be assigned to returning booth participants who submit their applications, Hold Harmless form and payment by September 21, 2018. Second priority booth spaces will be assigned to Chamber members who submit their applications, Hold Harmless form and payment by September 28, 2018. Open registration on September 29, 2018. The Highland Area Chamber of Commerce has the right to review the application upon receipt. Merchandise for sale must be viewed by chamber staff before applicant is accepted into the market. Applicants may send photos with their application or make an appointment to meet with chamber staff. **Applicants will be notified if their application is approved or not. Vendors wishing to sell items not listed on their application or make changes to their market activity must submit changes for approval.**

**VENDOR CLASSIFICATIONS:**

- **DIRECT SALES:** Vendors selling merchandise including, but not limited to: crafts, apparel, art, jewelry, toys, collectibles OR services providers. Sales/information must be limited to those items/services specified on the application. Highland Area Chamber of Commerce members have priority participation in the market.

- **FOOD:** Vendors selling any food or consumable item. It is the Vendor’s responsibility to contact the San Bernardino County Department of Health Services before submitting an Application. Each food seller is responsible for meeting DEHS requirements. Food Vendors using open flame for preparation and/or gasoline powered generators are required to possess a fire extinguisher within their space. Food vendors shall place a drop cloth on the ground within their booth area and in any other cooking area where food or grease may leave a residue. Food vendors **MUST REMOVE AND TAKE ALL GREASE, FOOD REMNANTS, AND TRASH FROM THEIR SPACE AND THE MARKET** upon dismantling. **An additional cleaning fee of \$50.00 will be billed to vendors who leave trash or food remnants behind.** Appropriate Health Department permits and verification of insurance shall be submitted with the Application.
- **NON-PROFIT ORGANIZATIONS/GOVERNMENT AGENCIES:** Non-profit organizations, service clubs, and government agencies are eligible to participate.
- **DISTRIBUTION OF INFORMATION:** All groups or individuals wishing to disseminate information, pass petitions, or promote political, religious, or personal beliefs must submit a signed application. These groups are responsible for picking up any litter generated by the distribution of hand-outs. Bull horns, loudspeakers, and other means of amplification shall not be used. Participants may not harass, follow, or intimidate visitors. There shall be no posting of handbills on trees, buildings, or vehicles.

**NOTIFICATION OF BOOTH NUMBER**

Final selection of booth locations will be made by the Chamber of Commerce following the completed application, Hold Harmless form, and payment is received. It will remain the Chamber’s discretion to limit the number of vendors in any category. Vendor confirmations will be made by telephone and/or email no later than one week prior to the event.

**BOOTH FEES**

Base fees are established to mitigate costs associated with operating the market such as cleaning, trash pick-up, portable toilets, security, advertising, insurance, and permit fees.

- Direct Sales—Highland Chamber Members \$50.00 NON-Members \$65.00
- Food Concessions—Highland Chamber Members \$60.00 NON-Members \$75.00
- Non-Profit Groups/Government Agencies Members —\$35.00 NON-Members \$50.00

All fees must be paid at the time of application submission. Vendors may pay by cash, check made payable to the Highland Area Chamber of Commerce, or credit card (MC/VISA/Amex/Disc). There will be a \$30.00 charge on all returned checks. Direct Sales vendor booth spaces will be 12X12. If additional space is required, additional booth space must be purchased at full price. Food Concession vendor booth space is 10X20. If additional space is required, please make arrangements ahead of time.

## **PERMITS AND DOCUMENTATION**

Participants shall comply with all City, County, and State permit requirements. It is the responsibility of the vendor to be aware of all permit requirements and pay any fees associated with the issuance of such permits. The following permits shall be on the premises during the day of the event:

- San Bernardino County Environmental Health (909) 884-4056 Monday through Friday 8 AM to 5 PM
- State Board of Equalization Permit (Sellers Permit)

## **CANCELLATION/REFUND POLICY**

Cancellation due to inclement weather will be determined by forecasts provided at [www.weather.com](http://www.weather.com) evaluated at 8 AM Saturday Morning. If the forecast calls for 60 % chance of rain for Saturday afternoon DHN will be rescheduled for the following Saturday November 3, 2018. Vendors can self-refer to weather forecast by visiting [www.weather.com](http://www.weather.com) and entering the zip code 92346 and then clicking on "Hour-by-Hour Forecast". Should the weather defy forecasts, chamber staff will proceed by the following guidelines: If it is raining at 12 noon Saturday, the event will be cancelled and rescheduled. Cancellation notice will be available on chamber telephone message (909) 864-4073. If rain begins at 5 PM, DH will close early and NO REFUNDS OR CREDIT WILL BE GIVEN and NO RESCHEDULE WILL BE PLANNED. ANY Vendor with a non-planned absence will not be refunded.

## **INSURANCE**

All food vendors must provide proof of \$1,000,000 General Liability Insurance.

## **SPACE ALLOCATION AND REFUSE REMOVAL**

All booth spaces are outdoors. Booth spaces are measured 12 X 12. Vendors must present an attractive display including the use of table drapes long enough to cover any items stored underneath. No selling out of storage containers. No hand-written signs permitted. No flashing, blinking, or strobe lights may be used. Walkways, planters, and fire lanes must remain clear at all times. **THE HIGHLAND AREA CHAMBER OF COMMERCE RESERVES THE RIGHT TO RELOCATE VENDORS AND/OR REASSIGN SPACES AT ITS DISCRETION.**

## **SET UP AND TEAR DOWN**

Vendors may begin set up at 11:00 a.m. All vendors are required to be checked in at the Highland Chamber booth # 68 and be set up by 1:00 PM. Any late vendors arriving after 1 p.m. will not be able to drive into the venue for safety reasons. Materials will need to be walked in. Once set up, vendor parking will be in the parking lot spaces on the west side of LOWES, adjacent to the freeway in the designated spaces. **Vendors shall not begin tear down until 6 PM. At no time are vehicles allowed to park in DH area during operations from 1 - 6 PM. Vendors are required to provide their own tables, chairs, canopies/EZ ups, water, etc. Electrical outlets are not available on site. ONLY food vendors are permitted to use gas powered generators.**

## GENERAL RULES

1. All applications must contain the name address, phone number, and seller permit (if required).
2. All applications will include acknowledgement of vendor/organization's liability for damages.
3. The Highland Area Chamber of Commerce (HCOC) is not responsible for theft or damages to property belonging to persons participating in DHN nor assumes any responsibility for items left unattended during DHN activities.
4. Booths must be staffed at all times, and participants shall be appropriately dressed and conduct themselves with proper decorum.
5. All signage and equipment must be kept within boundaries of the purchased space area (12'x12') or immediately adjacent to booth within the visible parking stall area (12'x16').
6. Participants may NOT SELL MERCHANDISE OF AN ADULT NATURE, ALCOHOL, OR DRUG PARAPHERNALIA. Neither may any merchandise be sold that may imply, suggest, or support this type of activity.
7. All participants shall reimburse the Highland Area Chamber of Commerce for any costs incurred relating directly to their activity. This includes damage to: landscaping, fixtures, and/or parking lot property of any kind.
8. All participants shall keep their area clean during DHN 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, blacktop cleaning, or other cleanup is required, vendor fees will be increased to cover all cost.
9. Excessive noise from sound systems or other audio equipment is prohibited. Use of such equipment must not interfere with the activities of other DHN participants. Any violations or complaints about noise levels will be grounds for dismissal.
10. Whereas parties involved in the selling or transfer of items for sale during DHN, under penalties of law, under the copyright codes set forth with the Department of Commerce, will not transfer or permit for resale, items that do not bear the registered trademark of trademarked items without the written approval of the registering agency and its companies, for which items are protected under the trademark act. In the event that a vendor is caught selling illegal items, the HCOC cannot be held responsible for the actions of the vendor and the vendor will be immediately suspended from the event.
11. Vendors shall not interfere, verbally or physically with the activities of other DH participants. All questions/complaints should be directed to the Highland Area Chamber of Commerce.
12. Vendors are not allowed to sell "irregulars, seconds, buy-out or clearance" merchandise.
13. All participants shall comply with all of the above rules. Noncompliance including offensive conduct may result in immediate revocation of DH privileges and forfeiture of fees. The HCOC

reserves the right to refuse participation to any applicant; the HCOC shall not discriminate on the basis of race, religion, creed, color, sex, or national origin.

14. DHN rules are subject to change without notice.

