



Applications will be accepted until all spaces are filled

Upland Oktoberfest
October, 24, 25, & 26, 2014
Mail Completed Application to:
The Cooper Museum at
217 East "A" Street
Upland, Ca. 91786
www.coopermuseum.org



BUSINESS INFORMATION

Business Name:
Contact Name(s):
Cell Phone: E-mail:
Address:
City: State: Zip:

SPACE REQUEST

Indicate the space size/type that you are applying for:

- Vendor Space
10 x 10 Inline - \$255 \$100 non-refundable deposit to hold space.
10 x 10 Corner - \$375
10 x 20 Inline - \$555
10 x 20 Comer - \$655

If you would like a larger space, please indicate size:

Food booths pay an additional \$20.00 to cover additional fees imposed by the city and county. Please indicate if you are a food vendor below.

- Food Vendor \$20.00
Electricity 120V/20AMPs "Included"
Sewer Tank Yes No "Additional Charges to be determined"
Fresh Water Tank Yes No "Additional Charges to be determined"

Electrical-120 volt,20amp is provided. Charges will apply should you need additional electricity. Please check the voltage and amperage that you will need: Voltage: 120\_ 20 Amps NO GENERATORS ALLOWED

REQUIRED FORMS - Please read carefully

City of Upland Business license:

Do you currently hold a valid City of Upland Business license? Yes No

If yes, please provide a copy with this application.

If you do not, a temporary 3 day business license must be purchased. A \$25 fee will be added to your space fees for this license. Do not contact the city of Upland for this business license.

Our Website - www.coopermuseum.org

Contact Dave Stevens at (909) 838-9221 E-Mail tolemar7@verizon.net

**Liability Insurance:** Vendors are required and must provide UDOT with proof of general liability insurance of no less than \$1,000,000. The policy shall name UDOT and the City of Upland as Additional Insured. The policy must also name UDOT and partners. Policy must be in effect for duration of the event dates. Vendors must also maintain Worker's Compensation insurance for all paid employees as required by California law. You are responsible to keep a copy of this in your booth.

**California Seller's Permit:** All vendors are required to obtain a seller's permit with the State Board of Equalization with the following address listed on it: 460 N. Euclid Ave, Upland, CA, 91786 (If you do not have a seller's permit you can apply for a temporary permit online at <https://efile.boe.ca.gov/ereg/index.boe>. If you are lead generating a seller's permit is not required. Should a contract be offered, a copy of your seller's permit must be submitted with your booth space fees. You are also required to keep a copy of this permit in your booth.

**Contractor's License:** Please provide a copy of your contractor's license should this apply to your type of business.

**PRODUCT/SERVICES**

Product information must be specific. All listed products/services are subject to approval.

Products / Services	Office use only

**Compliance Agreement:** I/we agree that this is an application and not a guarantee of space. Should my application be accepted, I/we agree to comply with the established event hours and understand I/we are required to have our booth open all 3 days/hours of the 2014 Oktober Festival. If non-compliant, you will be ineligible to participate in any future Festivals.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Space Number: \_\_\_\_\_

Proof of Insurance: \_\_\_\_\_ Seller's Permit: \_\_\_\_\_ Business License Yes / No

Additional electrical Yes / No Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Thank you for your interest in retail space at the Upland Oktoberfest. The festival will continue to operate in the heart of downtown Upland and will take place on the weekend of October 24-25-26, 2014. All space will be contracted with Upland Downtown Organizational Team.

Space is very limited and is not a guarantee so you are encouraged to submit your application as soon as possible. Booth space will be assigned starting the week of October 1, 2014. Applications will continue to be accepted until all space is full. All applications are to be filled out completely and must include a recent booth photo or they will not be considered.

**Event Dates/Hours:**

- Friday, October-24 - 3:00pm -11:00pm\*
- Saturday, October 25 10:00am -11:00pm\*
- Sunday, October 26 -10:00am - 10:00pm

All participating vendors must comply and be open for business all three days of the event.

*\*Carnival closes at midnight*

*Dates and hours are subject to change*

**Space Information:**

- All space is outdoors
- Space is offered in 10' increments - pricing provided on application
- Space includes canopy with back wall only & limited electricity (120 V20 amps) additional electricity available for an extra charge (please inquire)
- **Vendors must provide their own tables, chairs, signage.**

**Booth Space Guidelines:**

- ALL booth displays must be neat in appearance with all boxes, packaging, garbage, etc. kept out of sight
- No hand written signs
- Business must be conducted within the confines of your booth space
- Display must incorporate the Oktober Festival theme.

**Security:**

Security will be provided and will be roaming the entire festival area throughout the day and overnight. Vendors are responsible and recommended to secure their booths at night as well as removing all valuable items before closing up at the end of each day. UDOT will not be held responsible for loss or damage to any products, displays or other belongings at the event.

**Set-up Information & Vendor Parking:**

- information will be provided at a later date.

We look forward to receiving your application for the 2014 Upland Oktoberfest. Should you have any questions, please contact Dave Stevens (909) 838-9221 or e-mail [tolemar7@verizon.net](mailto:tolemar7@verizon.net).

Regards,

Dave Stevens  
217 East A Street  
Upland, Ca. 91786