

# 2010 El Cajon Community Development Corporation Vendor Rules & Regulations and Participation Waiver

Participant(s) who do not comply with all rules and all other applicable regulations and laws, will forfeit their right to participate at El Cajon Community Development Corporation (El Cajon CDC) events.

1. Participant(s) is defined as anyone who has written authorization from the El Cajon CDC to participate in an event sponsored by El Cajon CDC. ALL Participant(s) must submit a written application, listing ALL items to be displayed, sold, space needed and agreed-upon fees. New items added to the participant(s) list MUST be pre-approved by the El Cajon CDC office before being placed for sale or display to the public.
2. Upon Application approval, Participant(s) will provide proof of insurance and receive a copy of the Vendor Rules and Regulations. A signed copy of both items must be on file in the El Cajon CDC office before participation is allowed. Participant(s) must have the proper certificates and permits as required by law, including a City of El Cajon business license. Any changes to certificates and permits must be duly noted to the El Cajon CDC office. Participant(s) will be individually responsible for conforming to local, state, and federal laws. The seller of non-food items shall charge appropriate sales tax.
3. Participant(s) fees must be received by El Cajon CDC office prior to the event. There are no refunds. If a cancellation occurs due to inclement weather or other unforeseen occurrences, vendors balance will be carried over to the next month. Participant(s) must notify the El Cajon CDC office 48 hours in advance if they plan to not participate on a specific date. In case of an unforeseen emergency which prevents otherwise planned participation, notification immediately after the event is required. Participant(s) will be billed if there is no notification made either before or after the event. Repeated no-shows without proper notification may result in Participant(s) being banned from event.
4. Participant(s) must be set up and ready to sell at least one (1) hour before official starting time of event. Participant(s) is responsible for providing their own tables, chairs and overhead shades. All equipment must be maintained and used in a safe manner. Participant(s) must maintain an attractive display with no cardboard boxes visible below their table. A table skirt must be used to cover excess stockpile. Participant(s) are required to stay entire length of event, unless permission has been obtained from the El Cajon CDC office to leave early.
5. Participant(s) is required to clean their selling space and will be issued a trash bag, which will be their sole responsibility to dispose of in a trash receptacle at the conclusion of each event. Extra trash bags will be available on request. ALL FOOD Participant(s) must place a drop cloth under their cooking equipment. Any excess stains may be removed at the expense of the Participant(s).
6. All operation shall comply with the City's Jurisdictional Urban Runoff Management Program (JURMP) for compliance with the City's Storm Water Permit. This includes the implementation of Best Management Practices as follows Provide adequate leak-proof, storage of trash and debris.
  - Contain and clean up spills immediately using damp mop/cloth, vacuuming, or sweeping.
  - Immediately report spills to the El Cajon CDC office at (619) 401-8858.
  - Discharges of trash, debris, or other vendor wastes/materials/liquids to the storm drain system (street, inlet, or channel) is strictly prohibited by Municipal Code 13.10.

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7. Participant(s) using a vehicle as a demonstration tool or as a storage or preparation for the event must place drip pans or equivalent devices under their vehicle. ALL vehicles, either display or vendors, must enter and exit the event area at designated streets or alleys. Any vehicle entering in any other manner may be banned permanently from participating. Participant(s) must park their vehicles in designated areas. Participant(s) are not allowed to park on pop-outs or sidewalks for loading or unloading (including the pop-out located directly in front of the Prescott Promenade). No vehicle is allowed to drive or park on any of the grass areas. Permission for any electrical hook up must be pre-approved by the El Cajon CDC office.
8. All prices must be clearly posted. Collusion among Participant(s) to raise prices or extortion of any influence, pressure, or persuasion to cause a Participant(s) to increase prices is strictly forbidden by state and federal law.
9. Any and all fines incurred by Participant(s) are the sole responsibility of Participant(s). Any fines incurred by El Cajon CDC because of Participant(s) lack of correct documentation, presentation, and packaging or labeling, will be the sole responsibility of the Participant(s) and will be reimbursed by the Participant(s) to El Cajon CDC within thirty (30) calendar days. Participant(s) who do not comply with these rules and all other applicable regulations and laws will forfeit their right to the privilege of selling at the event.
10. Complaints against Participant(s) will be processed in the following manner:
  - El Cajon CDC staff will interview and research all parties involved. Information obtained will be reviewed by senior staff. A decision will be made based on the information provided, and in accordance with city ordinances.
  - El Cajon CDC staff will notify all parties involved once a decision has been made.
11. The following violations will result in immediate termination from the event:
  - Being under the influence of an alcoholic illegal substance during the event.
  - Any argumentative or disrespectful language directed at a consumer, El Cajon CDC staff, or other Participant(s).
  - Any physical action directed at a consumer, El Cajon CDC staff or their representative, or other Participant(s).
  - Political campaigning or the dispersal of political material.

Violation of any of the above rules and regulations (EXCEPT # 11) will be handled as follows:

1. First violation will result in a written notice from El Cajon CDC.
2. Second violation will result in a written notice and request to meet with El Cajon CDC staff to discuss violations.
3. Third violation will result in a formal review by El Cajon CDC staff, Participant(s) and all parties involved. This review may result in temporary or permanent removal from the event.

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ALL PARTICIPANT(S): PLEASE FILL IN THE BLANKS BELOW AND SIGN. RETURN ONLY THIS PAGE TO THE EL CAJON CDC OFFICE. PLEASE KEEP THE RULES & REGULATIONS FOR YOUR REFERENCE.

By signing this Waiver, I release El Cajon Community Development Corporation (El Cajon CDC) and the City of El Cajon from any claim resulting from my, my family's or my organization's participation in the special events that El Cajon CDC holds in the City of El Cajon. I will indemnify and hold El Cajon CDC and the City of El Cajon harmless from any such claim, including negligence, and will pay all costs incident to any such claim including, without limitation, attorneys' fees. I understand and assume all risk associated with volunteer work and events. If I, my family, or any member of my organization, is injured, this waiver will be used against me in any action for damages. I grant full permission for the staff of El Cajon CDC and their event sponsors to use my name, voice, and/or picture in any media or other account of this event for any purpose. No City agent may modify this waiver. This waiver will remain in effect for one year from date of signature.

I have read, received, and agree to follow the Vendor Rules & Regulations.

\_\_\_\_\_  
Name of Company/Business

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Business Phone Number

\_\_\_\_\_  
Home/Alternate Phone Number

\_\_\_\_\_  
Signature of Participant(s)

\_\_\_\_\_  
Date

EL CAJON CDC STAFF: THE FOLLOWING DOCUMENTS SHOULD BE ATTACHED TO THIS SIGNATURE PAGE:

- Vendor Application
- Proof of Insurance (copy)
- Business License from the City of El Cajon (copy)

Approved to Participate in the following event(s):

- Cajon Classic Cruise
- Lend A Hand
- Concerts on the Green

\_\_\_\_\_  
Signature of El Cajon CDC Staff

\_\_\_\_\_  
Date