

# Berkeley Chamber Holiday Gift Fair 2019



**Friday, Dec. 6, 2019 | 3:30-7pm**

David Brower Center | 2150 Allston Way, Berkeley

## Vendor Application

**FREE for Chamber and WEB Members (\$100 refundable deposit)  
| \$100 non-members**

Cancellations accepted before 2 weeks prior to event. No refunds of deposits after cancellation deadline. For more information about the Berkeley Chamber and the Women Entrepreneurs of Berkeley (WEB), or to join please contact the Berkeley Chamber by phone (510) 549-7000 or by email, [events@berkeleychamber.com](mailto:events@berkeleychamber.com)

Business or Group Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Check one: \_\_\_\_\_ Retail \_\_\_\_\_ Services (must be appropriate for gift giving)

List Products: \_\_\_\_\_

I request (# of Member spaces) \_\_\_\_\_ I request (# of non-Member spaces) \_\_\_\_\_

Amount enclosed: \$ \_\_\_\_\_ (See pricing above) Credit Card form on page 3

Resale Permit No. (required for retail) \_\_\_\_\_

\_\_\_\_\_ I have read and agree to the TERMS on page 2

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## TERMS

This agreement is made upon acceptance by the Berkeley Chamber. Additional information will be sent to you with your show confirmation.

- Event will be located indoors at the David Brower Center, 2150 Allston Way, Berkeley, 3:30-7pm
- Event will provide 6' tables and two chairs. Should you wish to provide your own table, table cloth, chairs, or other display elements, please notify the Berkeley Chamber of Commerce by email (events@berkeleychamber.com) or by phone (510.549.7000) to make arrangements.
- Vendor shall reserve space and pay in full prior to 2 weeks before the show.
- Vendor shall provide Event with a valid California Seller Permit at time the application is submitted.
- Vendor agrees to specify on Vendor application the type of articles or merchandise to be sold.
- Sale of food, beverages, and alcohol is prohibited.
- Vendors may not pack or leave prior to 7:00pm. Vendors packing up or leaving prior to 7:00pm will not be invited to participate in future events.
- Event staff reserves the right to enter Vendor's space for inspection and to enforce any changes necessary to bring the Vendor's space into compliance with this agreement.
- Vendor shall display merchandise only within the reserved space provided. Display or storage of merchandise beyond the reserved space is prohibited. Such merchandise may be removed by the Event staff. Vendor agrees to keep Vendor assigned space in good condition, free of obstructions and/or other hazardous conditions.
- Vendor shall vacate space no later than 8:00pm. Vendor is responsible for removing all empty boxes, containers, and other debris.
- Vendor hereby waives all claims against Event, Berkeley Chamber, City of Berkeley, event sponsors, venue and volunteers. Vendor further agrees to hold Event, Berkeley Chamber, City of Berkeley, event sponsors, venue and volunteers harmless from and defend against all claims or liability for any injury or damage to any person or property occurring in or about the vendor reserved space or any part thereof.
- All vendors must check in with Vendor Registration at the beginning of the event and use their designated vendor space. Vendors may **not** change their space without explicit approval from event administrators
- Vendors forfeit security deposit if they: (1) Cancel less than 2 weeks prior to the event; (2) Do not show up for the event.

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## *CREDIT CARD AUTHORIZATION*

I, \_\_\_\_\_ authorize the Berkeley Chamber of Commerce  
to charge my credit card for my booth registration or refundable security deposit for the  
Holiday Gift Fair 2019.

Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

CVV \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*This form will be destroyed after card is processed.*