



Dear Vendor/Supporter,

The Heber Public Utility District is celebrating fall with an evening of fun at our Annual Fall Fiesta. **Our Fall Fiesta theme “Day of the Dead” is planned for Saturday, October 26, 2024, starting at 5pm at Margarito “Tito” Huerta Park located at 1165 North Palm Avenue in Heber.** Last year, the Heber Fall Fiesta had over 4,000 people attend to enjoy great food, live music, free carnival games, and “Dia de los Muertos” altar. **We are looking for vendors who would like to participate in a community event to further their fund-raising efforts.** We anticipate over 4,000 people to be in attendance at Tito Huerta Park where the Fiesta will be held.

Booth Details

- Each vendor booth space is 15' x 15' - additional booth space must be purchased. Event space is limited so the booth space requirement will be strictly enforced.
- **There is no electricity available at the site** - vendors must provide their own electrical power. Quiet or silent generators **ONLY**. Failure to do so will result in the forfeiture of your vendor space and will be asked to leave.
- No equipment will be provided - vendors must provide their own equipment (tents, tables, chairs, grills, stoves, cooking equipment, utensils, etc.)
- Vendors are responsible for all costs, labor, materials, equipment, tenting, supplies and any other items necessary for participation in the event.
- It is recommended that each vendor bring a trash receptacle and garbage bags as well as ample cash change for sales.
- Food vendors must submit a completed Imperial County Health Department Food Permit application to Heber Public Utility District prior to October 4, 2024. HPUD will submit the completed Health Department Food Permit Applications to the County.
- The Food Permit must be displayed on the booth and be visible to the public during the event.
- We encourage you to decorate your booth! Be creative! Our Theme is Day of the Dead!
- No outside entertainment within booths (Bands, Karaoke, Singers, Radio, etc.)
- The Heber Public Utility District reserves the right to assign vendor spaces and will do our best to meet any special needs or requirements.

Set-Up and Take-Down

- Vendors can set up any time after 8:00am on Saturday the 26th. Vehicles may be brought into the event space during set up, but must be removed by 2:00pm no exceptions. Late arrival will not be permitted. **VEHICLES MUST BE REMOVED BY 2:00PM**
- No vehicle parking will be allowed on Hawk and Palm Avenues. Check with HPUD representatives for parking locations and assistance. HPUD booth will be labeled and close to the stage.
- Vendors must be open and be ready for Health Department inspection by 3:00 PM.
- Vendors may be open and ready to sell food/products or distribute information by 5:00 PM.
- You must close your booth by 10pm.
- Vendors will be responsible for cleanup within their assigned space and will be expected to do so immediately.
- We anticipate a good crowd as early as 4:00 PM and encourage vendors to be set up and ready for these potential customers.

Costs & Application Information

Fees vary depending on your organization and the purpose of hosting the booth. The fee's are:

- \$75 – For Organizations selling food without permit
- \$25 – For Organizations selling food with permit
- \$10 – For anyone selling non-food items. All food items must have a County Health Permit.
- \$5 – For Individuals and Organizations providing information only (no selling)
- Free – For Non-Profit Organizations. Must show proof of Non-Profit status and must preregister.

Anyone not registered with the Heber Public Utility District by the deadline listed above will not be allowed to participate.

*****CASH, CHECK, OR MONEY ORDER ONLY NO CARDS ACCEPTED*****

Entry fee must be received at the time of application. No credit can be extended. All checks must be made payable to Heber Public Utility District. No refunds will be made to those vendors who cancel.



VENDOR APPLICATION – MUST BE SUBMITTED BY OCTOBER 4, 2024.

Food Vendor applications are subject to approval. Entries will be processed on a first-come first-served basis and no space will be held without application and entry fees being submitted by **October 4, 2024.**

- \$75 – For Organizations selling food without permit. (ICPHD permit \$50 and \$25 application fee)
- \$25 – For Organizations selling food with permit
- \$10 – For anyone selling non-food items. All food items must have a County Health Permit.
- \$5 – For Individuals and Organizations providing information only (no selling)
- Free – For Non-Profit Organizations. Must show proof of Non-Profit status and must preregister.

Vendor Information

Business/Organization Name: _____

Contact Person: Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Please provide a description of the exact item(s) to be sold or distributed: _____

- Food Vendors must complete the Imperial County Health Department Food Permit application (attached) with the complete fee and submit it to Heber Public Utility District 1078 Dogwood Rd, Suite 103. Heber, CA 92249 no later than October 4, 2024.
- Food Vendor applications are subject to approval. Entries will be processed on a first-come first-served basis and no space will be held without application and entry fee being submitted by October 4, 2024.
- If you are selling items you **MUST** have enough food or product to last the entire event time (5 hours!)

By signing this application the applicant hereby acknowledges they have read, understand and agree to all of the Heber Public Utility District Fall Fiesta Vendor Procedures and Rules, including the Health Department rules and regulations, and agrees to abide by the procedures and rules if space is assigned to participate. The Vendor certifies that all information contained in this application is true and correct.

My team members and I agree to be photographed and/or filmed/videoed by Heber Public Utility District and other media which may be used for publicity and/or publications. The below named company, individual or organization and all related individuals shall indemnify and hold harmless the Heber Public Utility District, and all related persons and entities including owners, directors, management personnel, employees, contractors, volunteers, agents, representatives, and attorney from and against any and all claims, demands, actions, liabilities, damages, losses, costs, and expenses (including attorney fees, court costs, and any other professional fees), or judgments arising out of, or in connection with any claim, demand or action made by any third party, if such are sustained as a direct or indirect consequences of participation in the Heber Public Utility District Fall Fiesta held in Heber, California.

By Initialing here you understand that you can only use a quiet/silent generator: _____

Signature: _____ Date: _____

OFFICE USE: PAID: _____ CHECK NUMBER: _____ DATE: _____ BY: _____