



## Southwestern College Dia De Los Muertos Festival

# General Vendor Application

1. This application is only for General Vendors. Food Vendors must fill out "Food Vendor" application. Please download the Food vendor application from our website at: [www.swccd.edu/diadelosmuertos](http://www.swccd.edu/diadelosmuertos)
2. Vendors are responsible for any insurance, personal state sales tax and appropriate local licenses or permits/sellers permits.
3. The Festival will be held on:  
**Tuesday, October 29 AND Wednesday, October 30, 2013** from **9 a.m.-6 p.m.**  
 Southwestern College, 900 Otay Lakes Road, Chula Vista, CA 91910
4. The festival will be held outdoors on the main corridor of the campus. You may bring a canopy if you wish. If you will require electricity at your vendor space, please indicate on vendor application below. Access to outlets will be provided ONLY on an available basis. **(NOTE: You are required to provide your own extension cord(s) and will be notified before the event if electricity is available to you)**
5. **GENERAL VENDOR FEE: \$45 one-day OR \$80 two-days.**  
**(NOTE: Fee ONLY covers 10' x10' space. Vendors must bring their own tables and chairs.)**
6. **HOURS OF OPERATION: 9 a.m.-\*6 p.m.** Set-up will begin at 7:00 a.m. and you must be set-up by 9 a.m. **(NOTE: If interested in set-up on Monday, October 28<sup>th</sup>, please check off box in application. We will contact you with further information.)** \*There will be NO BOOTH CLOSURE before 6 p.m. on day(s) of event without prior approval.
7. **DEADLINE:** General Vendor Application MUST be RECEIVED no later than Thursday, October 24, 2013, 12 P.M. **(NOTE: If you wish to drop off an application, you may do so at the Office of Communications, Community and Government Relations, Room 100D-I)**
8. Parking and detailed set-up information will be provided with confirmation.
9. At closing, cleanup of the booth area is the responsibility of each participant.
10. Southwestern College assumes no responsibility for any loss, damage, injury, or claim arising out of the participant's acts or omissions in the contract.
11. Southwestern College reserves the right to refuse participation to any vendor.
12. No pets are allowed.

### For information or questions, please contact:

Brenda Mora, Office of Communications, Community and Government Relations, Room 100D-I  
[bmora@swccd.edu](mailto:bmora@swccd.edu) or (619) 421-6700, ext. 5213

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**General Vendor Application**

**Mail to:**  
Brenda Mora  
Communications, Community & Government Relations  
900 Otay Lakes Road  
Chula Vista, Ca 91910

**IMPORTANT:** It is **REQUIRED** that you mail and submit  
**General Vendor Application AND Payment**

**Make check payable to:**  
**Southwestern College**

**PLEASE PRINT INFORMATION BELOW**

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

Business/Booth name: \_\_\_\_\_

Address/Street: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Description of Booth Items: \_\_\_\_\_

Fee enclosed: \$\_\_\_\_\_ for \_\_\_\_\_ space(s)

Day(s) of participation: ☐ Tuesday, October 29 ☐ Wednesday, October 30

☐ Interested in set-up on Monday, October 28<sup>th</sup> (*we will provide further details in confirmation*)

☐ Electrical outlet needed (*limited availability*)

☐ **Yes!** I would like to be informed of future of events

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

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*For Southwestern College Use Only*

**Paid:** Y / N    **Cash/Amount:** \_\_\_\_\_    **Check #/Amount:** \_\_\_\_\_

**Payment logged:** Y / N    **No. of space(s) reserved:** \_\_\_\_\_    **Electricity needed:** Y / N

Logged in by: \_\_\_\_\_