



HEBER PUBLIC UTILITY DISTRICT

Tree Lighting Event

December 1, 2023 ~ 5:00 pm to 9:00 pm
"TITO" HUERTA PARK,
1165 N. PALM AVE., HEBER CA

Dear Vendor/Supporter,

The Heber Public Utility District is celebrating Winter with our annual Tree Lighting Event. We are looking for vendors who want to participate in a community-based event to further their fundraising efforts.

Booth Details

- Each vendor booth space is 15' x 15' - if you require additional booth space it 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 and propane heaters are permitted for heating purposes but will be used at the discretion and responsibility of the vendor using them.
- No equipment or lights will be provided - vendors must provide their own equipment (lights, 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 **by November 16, 2023**. Heber PUD 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!
- 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

- Vendor can setup any time after 1pm on Friday December 1, 2023. Vehicles may be brought into the event space during setup, but must be removed by 4pm. **VEHICLES MUST BE REMOVED BY 4PM**
- No vehicle parking will be allowed on Palm Avenue between Sparrow and Hawk Street.
- Vendors must be open and be ready for Health Department inspection by 4:00 PM.
- Vendors may be open and ready to sell food/products or distribute information by 4:00 PM.
- You can close your booth after 9pm. You can carry your supplies out, but **ABSOLUTELY NO VEHICLES** on Palm between Sparrow and Hawk until after Midnight.
- 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 up and ready for these potential customers.

Costs & Application Information

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

- \$20 – For Organizations selling food. You **MUST** have enough food or product to last the entire time of the event.
- \$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 deadlines listed above will not be allowed to participate.

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



HEBER PUBLIC UTILITY DISTRICT

Easter Egg Hunt

December 1, 2023 ~ 5:00pm to 9:00pm
"TITO" HUERTA PARK,
1165 N. PALM AVE., HEBER CA

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. Food Vendors and other vendors must have application and fees submitted by November 16, 2023

_____ Selling Food _____ Selling Products or Other Items _____ Informational Booth

Vendor Information

Business/Organization Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

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

Remember:

- Food Vendors must complete the Imperial County Health Department Food Permit application (attached) with the complete fee and submit it to Heber PUD, 1078 Dogwood Road, Suite 103, Heber, CA 92249 (760) 482-2440. All applications must be submitted no later than November 16, 2023.
- 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 November 16, 2023.
- If you are selling items you MUST have enough food or product to last the entire event time.

The vendor signing this application hereby acknowledges they have read, understand and agree to all of the Heber Public Utility District Tree Lighting 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 Easter Egg Hunt held in Heber, California.

Signature: _____ Date: _____

For More Information call HPUD at (760) 482-2440 or email Heber@heber.ca.gov