

# Senior Holiday Luncheon & Boutique



## Vendor Application



Orvene S. Carpenter Community Center  
550 Park Avenue  
Port Hueneme, CA 93041

The City of Port Hueneme will be having the annual Senior Holiday Luncheon and Boutique on Tuesday, Dec. 10, 2019 from 10:00 AM–1:00 PM. Vendors may arrive to set up between 9:00 AM–10:00 AM. All Vendors must be ready and set up by 10:00 AM. Parking will be in the Community Center Parking Lot. You may pull into the loading zone in the front of the building to unload, but must immediately remove vehicle to Parking Lot. Your booth space will be reserved as soon as we receive your fully filled out Vendor Application and Business License Certificate. All vendors will be provided a 6ft or 8 ft table and two chairs. All booths must be in good taste and appropriate. Electricity will be provided upon request on this form and only if notified in advance.

Vendor space is guaranteed upon receipt of fully completed application and City of Port Hueneme Business License Certificate. All Vendors must make a commitment to stay for the entire event time, 10:00 AM-1:00PM. Breakdown will begin at 1:00 PM, Tuesday, Dec. 10, following the conclusion of the Senior Holiday Luncheon and Boutique. Special request for placement is only on a first come first served basis with all paperwork completed. We will not hold spaces without all paperwork completed including Business License Certificate. All vendors selling merchandise must obtain a \$19.00 City of Port Hueneme Business License. A copy of the license must accompany your Vendor Application. **Deadline for paperwork including Business License is due by December 1<sup>st</sup>, 2019.** \* All events are subject to videotaping and photographing for possible use in but not limited to website ads commercial use brochures and catalogs. By attending you are giving us your permission to utilize your likeness in the event you are photographed.

**I agree to all above stated and will adhere to the rules and policies of the City of Port Hueneme. I will commit to the full hours of Senior Holiday Luncheon and Boutique on Tuesday, Dec. 10, 2019 from 10:00 AM–1:00 PM.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**All Booth Locations will be on a first come first served basis.  
Reserve your space as soon as possible.**

COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ CELL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

Electricity  yes/no  Inside Preferred  Outside Preferred

\*Pop-Ups only permitted outside.