



Dear Concessionaire,

January 8, 2012

The Coalinga Area Chamber of Commerce is looking toward the 76<sup>th</sup> Annual Horned Toad Derby. The Derby as always will be on Memorial Day weekend May 25, 26, 27, 28, 2012. This event sponsored by the Coalinga Chamber of Commerce is for the enjoyment of our community and the surrounding area. We are looking forward to your participation but there will be changes happening, so I am writing to let you know so you can plan ahead.

PLEASE READ CAREFULLY, as there are new rules, regulations and expectations for all vendors. The booth prices, electricity costs and parking are increasing as we see a huge cost increase for the rental of the park. We at the Chamber evaluated the 75th Derby and are looking forward to stepping up the quality of the 76th Derby.

Vendor set up days are Wednesday, Thursday & Friday beginning at 7am. No earlier. Our contract with the park has changed and if you do not respect this time, you will be asked to leave the event, with no refund. Only the larger concession trailer on wheels may set up on Wednesday. You must be set up in your assigned space and be ready for inspections by 1pm Friday. If you arrive after 10:30 am Friday, you will have to walk your merchandise to your space.

You must furnish your own tables, chairs, extension cords and appropriate canopy or food service tent. All food booths must be tented according to Fresno County Health Code standards. Booth size is actual, meaning a 10x10 is 10x10 no bigger. You must fit your booth within your markings. If you need more space, you may rent more space or if you encroach on another's booth space, you will be asked to leave with no refund. Please respect others rented space. Booth size includes placement of churro stands, toy tables, light fixtures, sinks, balloons, etc.

Privacy space must be paid for and included in booth size, if this is not respected, you will be asked to leave with no refund. Pictures of your booth must be submitted no matter how long you have been participating in the Derby. We need to see all 4 sides, with dimensions listed. **If no picture is included, then your application will be rejected.**

**Each food vendor will supply his or her own three compartment sink and**

**separate hand washing station. The Coalinga Chamber of Commerce does not supply these. Every food vendor must have both sinks in their booth.**

Every vendor will supply their own trash cans, to be emptied by the said vendor on a daily basis in the big roll off dumpsters at the back of the park. The park was clean last year and we hope it to be again this year. You need to be responsible for your trash. Our volunteers do not need to pick up lard, waste product and basic garbage from vendors. It creates a horrific stench, it is your responsibility to keep your area clean.

Please enclose a typed, detailed list of all foods, beverages, and snacks being served from your booth, including prices. **If is not on your approved list, you may not serve it.** Please list everything. If you serve off your approved list, you will be asked to leave, again with no refund. If you are a non food vendor please give an itemized list of merchandise being sold as well as prices. We will do our best to limit to no more than 2 sellers selling like items.

Space will be reserved on a first come first serve basis, meaning all forms (application, payment, health department form and fee paid in full) and an evaluation of quality of goods and services. We respect tradition but change does happen. We will do what we need to as to put forth the best Derby possible.

Just a reminder of the hours at Olsen Park: Friday, May 25, 3pm – 11pm, Sat. & Sun. May 26 and 27, 12noon – 11pm, Mon. May 28, 9am – 4pm. *The Chamber requests that you remain in your assigned space and open until 4:00pm on Monday, May 28, the close of Derby. Please be off the park by 8 pm, Monday May 28.*

The Horned Toad Derby Committee will review each and every application carefully. Upon approval of your application, we will send you a map indicating your space number. We look forward to the working with those who wish to support our mission.

Sincerely,

Katie Delano  
Executive Director

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