



**CHINO CHRISTMAS CRAFT FAIR
INFORMATION/RETAIL VENDOR APPLICATION**

(Please print clearly or type)

Chino Senior Center
13170 Central Avenue, Chino, CA 91710
Saturday, December 13, 2025
9:00 a.m.–2:00 p.m.

OFFICE USE ONLY:

BOOTH #: _____

RECEIPT #: _____

In the event of rain, the Fair will be cancelled. Please call 909.334.3258 after 6:00 a.m. to confirm.

Name of Organization/Company _____ Email _____

Full Name of Contact Person _____ DOB _____

Address _____ City _____ Zip _____

Day () _____ Cell () _____ Cell Phone Provider _____

Emergency Contact _____ Phone () _____ Relation _____

PARTICIPANT INFORMATION (PLEASE CHECK ALL THAT APPLY)

____ *CRAFT VENDOR FEE: **\$40** Handmade/Craft

▶ NON-PROFIT: # _____

____ *COMMERCIAL RETAIL VENDOR FEE: **\$135**

____ NON-PROFIT RETAIL VENDOR FEE: **\$80**

▶ NON-PROFIT: # _____

____ *COMMERCIAL INFORMATION VENDOR FEE: **\$90**

____ NON-PROFIT INFORMATION VENDOR FEE: **\$20**

▶ NON-PROFIT: # _____

____ CITY OF CHINO PROGRAM OR CITY PARTNER

**Commercial = Operating a business for profit.*

NOTICE: PLEASE BE AWARE OF THE FOLLOWING:

PLEASE INITIAL THAT YOU HAVE READ THESE ITEMS: _____

- IF THE EVENT IS CANCELLED DUE TO SEVERE WEATHER, A FULL REFUND WILL BE ISSUED FOR THE BOOTH FEE. **BUSINESS LICENSING DOES NOT PROVIDE REFUNDS.**
- VENDOR/APPLICANT MUST BE PRESENT FOR THE DURATION OF THE EVENT.
- THE CITY OF CHINO WILL NOT MONITOR EXCLUSIVITY OF MERCHANDISE SALES.
- **NO REFUNDS OR CANCELLATIONS AFTER FRIDAY, NOVEMBER 14, 2025.**

EVENT REQUIREMENTS

- **Complete application form and submit. Payment is due after approval of participation from City staff.**
- **Submit signed City of Chino waiver form. (See waiver on the back of this form)**
- **Current City of Chino Business License. BUSINESS LICENSE # _____**
 - Businesses located outside the City of Chino (who do not have a City of Chino Business License) are required to obtain a "one day" Vendor Permit.
 - One-day permits are \$20. Additional fees may be required by the City of Chino Finance Department, Business Licensing, 909.334.3263 or buslic@cityofchino.org.
- **I am a non-profit organization and have a valid 501(c)(3). 501(c)(3)# _____**
 - All non-profit organizations are required to obtain a "one day" Vendor Permit.
 - Fees will be waived upon verification of non-profit status by the City of Chino Finance Department, Business Licensing, 909.334.3263.
- **Seller's Permit from the State of California Board of Equalization:**
 - I hold a valid State of California seller's permit. My number is: **S** _____

For more information, contact the State Board of Equalization, Riverside Field Office: 3737 Main Street, Suite #1000, Riverside, CA 92501; 951.680.6400 or www.boe.ca.gov.

GENERAL BOOTH INFORMATION

- Booth setup begins at **5:30 a.m.** Please have booth ready by **8:30 a.m.**
- A 10'x10' space will be provided for participants. Applicant is responsible for tables, chairs, shade, etc.
- **All vendors must bring weights to secure EZ-UPS:** _____
- Electricity will not be provided. **NO GENERATORS ARE ALLOWED.**
- **Accessible routes require a minimum vertical clearance of 80" and minimum width clearance of 48". Vendors shall ensure access to goods for people with disabilities.**
- Booth spaces will be assigned to vendors and applications are subject to approval. Applications will be accepted on a first-come, first-served basis.

PAYEE INFORMATION (if paying with check or credit card and if different than contact person at top of form)

Name Listed on Check or Credit Card _____ Primary Phone() _____

Address _____ City _____ Zip Code _____

Emergency Contact _____ Phone() _____ Relation _____ DOB _____

APPLICATION SUBMISSION-APPLICATIONS WILL BE ACCEPTED BY EMAIL, MAIL, OR IN-PERSON

Complete applications will be accepted **ONLY** through Friday, November 14, 2025 (or until spots are filled).

Submit complete applications with proper payment to:

City of Chino, Senior Center Center, 13170 Central Avenue, Chino, 91710

Make check/money order payable to: City of Chino

For more information or special requests/considerations, please contact:

Tammy Dawson, Community Services, Parks & Recreation Coordinator at 909.334.3494 or tdawson@cityofchino.org.

-Please turn over for more information-

*** WAIVER AND RELEASE BY APPLICANT(S)
FOR PARTICIPATION IN A CITY OF CHINO SPONSORED PROGRAM AND/OR
USE OF A CITY OF CHINO FACILITY**

Participant Name: _____ Activity: Chino Youth Christmas Parade and Fair

Program Dates: From: Saturday, December 13, 2025 To: Saturday, December 13, 2025

In exchange for being permitted to participate in any City of Chino activity and/or use any City of Chino facility, I acknowledge and attest to the fact that:

1. My participation, and/or that of my child/children/guardians, is voluntary.
2. My participation, and/or that of my child/children/guardians, may result in injury, death, property damage, and other losses, and I assume all of those risks.
3. I am legally competent to understand and accept the associated risks.
4. I waive, and release the City, its officials, employees, and volunteers from, all claims for any injury, death, property damage, or other loss resulting from my participation in the activity, and/or that of my child/children/guardians.
5. I am responsible for payment of all fees for, and liabilities and damages resulting from, my participation in the activity and/or that of my child/children/guardians, including damages to City property, injury to other participants, or other losses of any kind.
6. I will defend the City and its representatives against any claims or lawsuits that are a result of my willful misconduct, and/or that of my child/children/guardians.
7. I agree that the City can take photographs and/or film me, and my child/children/guardians, while participating in a City activity and/or at a City facility to be used for promotional purposes; and, further that such photographs and film will be the sole property of the City and that neither I nor my child/children/guardians will be entitled to any license fee or royalty for the City's use thereof.
8. I understand that rates, fees, dates, times, classes, schedule of classes, and instructors established by the City may change at any time without notice.
9. I agree that City fliers and class schedules are not an expressed and implied contract.
10. I agree that the City is not responsible for any damage or loss that may arise from a misunderstanding, error, or omission related to the activity.
11. I understand that the City reserves the right to change or cancel any or all of the participation/use of rules at any time.
12. I understand that any individual behaving inappropriately or unsafely will be ejected and denied future participation.

I am signing a full release of any and all liability against the City of Chino and do so of my own free will.

Printed Name: _____ Parent/Guardian

Signature: _____ Date: _____

Address: _____

Phone (day): _____ Phone (evening): _____ Phone (cell): _____

Organization (if any): _____

*** To be completed by each adult (18 years of age or older)**

Description of booth activity:
