

**Coalinga Area Chamber of Commerce**  
**87<sup>th</sup> Annual Horned Toad Derby, Coalinga Ca.**  
**May 24<sup>th</sup> thru May 27<sup>th</sup>, 2024**  
**VENDOR INFORMATION SHEET (Retain for Your Use)**

The Horned Toad Derby is held at George Olsen Park, 400 Garfield Street, Coalinga, CA 93210. There is NO gate fee. Concessionaires will be back-to-back and end-to-end with an aisle to the front of your booth. The Chamber reserves the right to make any location changes that are deemed necessary. Every effort will be made to allow sufficient space for the activities and the concessionaires. NO portion of equipment may extend beyond the designated space.

**INSURANCE REQUIREMENTS:**

**ALL vendors must provide a current certificate of insurance from your insurance carrier with the Coalinga Area Chamber of Commerce listed as the Certificate Holder and listing the City of Coalinga, Coalinga Huron Recreation & Parks District, as additional insured.** Coverage dates should include May 22<sup>nd</sup> – 30<sup>th</sup> 2024. A faxed or emailed copy is acceptable (559) 935-1458 or [coalingachamber@gmail.com](mailto:coalingachamber@gmail.com). Certificate of insurance must be received by Friday **May 3<sup>rd</sup> 2024**.

Concessionaires will not be allowed to set up their assigned space until ALL paperwork is received by Chamber.

**\* SET UP \***

Vendor set up days are Wednesday, May 22<sup>nd</sup> thru Friday May 24<sup>th</sup> beginning at 9am. Only the larger concession trailers on wheels may begin set up on Wednesday, May 22<sup>nd</sup>, 9am. You must be set up in your assigned space and ready for inspections by 1pm Friday May 24<sup>th</sup> 2024. \*\*\* You will be informed of your set up date and time via text message BEFORE May 17<sup>th</sup> 2024.

**HOURS OF OPERATION FOR THE 87<sup>th</sup> ANNUAL HORNED TOAD DERBY:**

Friday May 24<sup>th</sup>, 3pm – 11pm, Saturday May 25<sup>th</sup>, 11am – 11pm, Sunday May 26<sup>th</sup>, 10am – 11pm, Monday May 27<sup>th</sup>, 9am – 4pm. Entertainment ends at 11pm each night. Food booths must be shut down by 11:15pm.

All exhibits **MUST** be manned and maintained in a clean and professional manner during **ALL HOURS THE DERBY IS IN OPERATION**. **NO EXHIBITOR WILL BE PERMITTED TO REMOVE ANY PORTION OF THEIR EXHIBIT PRIOR TO 4:00pm ON THE CLOSING DAY OF THE DERBY, MONDAY MAY 27<sup>TH</sup>, 2024.** If you sell out of your items, please enjoy the Derby until time to close.

**ALL property, equipment & vehicles MUST be off site & out of the fairgrounds by 8:00pm Monday, May 27<sup>th</sup>, 2024. No exceptions.**

**SECURITY:**

Def-Con Security will monitor parking and will patrol the Derby grounds Thursday, Friday, Saturday and Sunday nights between Midnight-7am. Coalinga Police Department will patrol the event during the evening. There will be a CPD command post in the park.

**PARKING:**

Prior to park opening each day, stock trucks may unload from designated area, then must be moved out of park immediately. There will be absolutely NO driving on grounds from 1pm Friday to 4pm Monday. **NO EXCEPTIONS.**

**No parking pass, no entrance to grounds.**

**TRASH:**

For health and sanitary reason, food and beverage concessionaires shall have lined trashcans inside and outside their booths. **TRASH CAN LINERS SHALL BE TIED OFF, PULLED AND DUMPED IN THE LARGE ROLL OFF DUMPSTERS AT THE REAR OF THE PARK. PLEASE DO NOT PUT YOUR WASTE IN PARK TRASH CANS.** Please pick up any trash around your area before you leave. Leaving trash will result in loss of your cleaning deposit.

**GREASE / COOKING OIL:**

**Grease & Cooking oil MUST NOT be dumped anywhere on the grounds.** Concessionaires **MUST** place grease in a sealed container and put in the large dumpsters at the designated location of the fairgrounds. Any vendor who dumps greas/cooking oil on the ground during or after concessionaire has disconnected will lose their cleaning deposit and possibly be charged additional fees for cleaning up the grease and will jeopardize their spot for future events.

**Please Include In Your Application:**

- \_\_\_ Application Completed and Signed
- \_\_\_ INSURANCE listing the Coalinga Area Chamber of Commerce, City of Coalinga, Coalinga Huron Recreation & Parks District (All Vendors)
- \_\_\_ Picture of Booth (All Vendors)
- \_\_\_ City Business License Form (All Vendors)
- \_\_\_ Food Safety Certification / Serve Safe Certification (Food Booths Only)
- \_\_\_ Menu with Prices that will be posted and adhered to throughout the Derby (if you do not submit a menu with prices, you will not be allowed to set up. (Food Vendors Only)
- \_\_\_ Fresno County Health Department Form (Food Vendors Only)
- \_\_\_ Toad Race Participation and Prize (All Who Wish to Participate)

**PLEASE FAX THE ABOVE INFORMATION BY 12:00pm Monday April 15<sup>th</sup> 2024 (559) 935 – 1458 or email to [CoalingaChamber@gmail.com](mailto:CoalingaChamber@gmail.com)**  
**Any Applications Received After 12:00pm Monday April 15<sup>th</sup> 2024 is Subject to a Late Fee**

Coalinga Area Chamber of Commerce  
85th Annual Horned Toad Derby, Coalinga, CA May 24<sup>th</sup> – 27<sup>th</sup> 2024

**Non - Food CONCESSIONAIRE CONTRACT**  
George Olsen Park, 400 Garfield Street, Coalinga, CA 93210

PLEASE TYPE OR PRINT NEATLY

NAME OF BUSINESS \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ WK. PH. \_\_\_\_\_ FAX: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ CELL. ( ) \_\_\_\_\_

E-MAIL \_\_\_\_\_ Seller's Permit (State Bd. of Equal. #) \_\_\_\_\_

Electricity Requirements: Regular 110 (20 amp) \_\_\_\_\_ \$70extra charge  
Limited 220 Volt (50 amp) \_\_\_\_\_ \$110 extra charge

How many years have you been in the concession business? \_\_\_\_\_

Please attach a word document with all items to be sold including prices to be sold or displayed at your booth. This will be displayed at your booth at the ordering window.

PLEASE ATTACH PHOTO OF BOOTH displaying a price list, from a previous event.

**YOU WILL NOT BE CONSIDERED WITHOUT THIS INFORMATION.**

**SIZE OF SPACE DESIRED:** PLEASE include extra footage of all **AWNINGS, STORAGE AREAS, STEPS, FENCING, HITCH, TABLES AND WALKWAYS AROUND YOUR BOOTH. 10 x 10 means 10x10, no more no less... you must pay for privacy space, if you are larger than 10x10 you must pay for the land used.**

\_\_\_10' x 10' is \$400    \_\_\_10' x 15' is \$575    \_\_\_10' x 20' is \$750    \_\_\_10' x 10' is \$100 (Informational Only)

Actual Booth measurement \_\_\_\_\_ x \_\_\_\_\_

Front Yard (meaning anything put in front of booth, awnings, umbrellas, cart, decorations, etc.) \_\_\_\_\_ x \_\_\_\_\_

Back Yard/Privacy Space measurement \_\_\_\_\_ x \_\_\_\_\_

What is the exact measured footprint of your total space needed: including booth, backyard, privacy space, umbrellas, carts, etc. needed? \_\_\_\_\_ X \_\_\_\_\_ (We need this information to make the Derby safe by allowing for proper and clear midways that are in compliance with all inspector's/inspections rules placed on us).

If you do not tell us, you will get the footprint given on your application. This piece of paper. NO EXCEPTIONS. If you do not fit in your footprint, it is on you. You will lose your payment, and you will be sent home.

A Safety fee of \$155 is also required PER booth to maintain public safety for the duration of the Derby.

**CITY BUSINESS LICENSE:**

All vendors must complete *Business License Application* form per booth. Included or on the Chamber Webpage. All forms must be returned together to the Chamber.

**PLEASE NOTE: A Working fire extinguisher must be present in each booth. Each vendor needs a surge protector within your booth. You will not be allowed to sell merchandise if you do not have these within your booth.**

**You cannot share, each vendor is required to have on site.**

**VEHICLE PARKING PASS:**

If you park your vehicle inside the park, you are required to have a parking pass. See fee schedule below. Vehicles without a pass will NOT be allowed to stay in the park. Camping area is limited and includes limited electricity 110 Volt hook up only. (**No** a/c units can be run during the day in RV or overnight trailers at all. The power grid cannot handle that plus vendors cooking.) (**No** water hook up).

Prior to park opening each day, stock trucks may unload, then must be moved out of park immediately unless you have a pass.

**INSURANCE CERTIFICATE:**  
**PLEASE NOTE: All vendors must provide a copy of Certificate of Liability before driving on the Park, naming:  
The Coalinga Area Chamber of Commerce, The City of Coalinga and  
The Coalinga-Huron Park and Recreation District.**

\_\_\_\_ Car or Pick up-\$45.00 (per vehicle) \_\_\_\_ Stock Truck or Van- \$80.00 (per vehicle) \_\_\_\_ RV or Trailer - \$105.00 (per vehicle)

PARKING PASS FEE TOTAL + \$ \_\_\_\_\_ Dimension Car/Truck: \_\_\_\_ x \_\_\_\_ Stock Truck/Van \_\_\_\_ x \_\_\_\_

TOTAL BOOTH FEE + \$ \_\_\_\_\_ Dimension of RV or Trailer: \_\_\_\_ x \_\_\_\_

BUSINESS LICENSE + \$ **30.00** (ALL VENDORS) subject to change

HEALTH INSPECTION FEE + \$ **N/A** (FOOD ONLY) subject to change

ELECTRICITY 110 Volt @ 20 amp \$70 + \$ \_\_\_\_\_ (PER PLUG)

220 Volt @ 50 amps \$110

Safety Fee\_per booth +\$ **155.00** (ALL VENDORS IF PARTICIPATING 2 OR MORE DAYS)

\*Cleaning deposit +\$ **200.00**

GRAND TOTAL \$ \_\_\_\_\_

Late Fee (if post marked after April 4<sup>th</sup>, 2024) **\$ 55.00**

**\*\*ALL FEES ARE TO BE PAID TO THE COALINGA AREA CHAMBER OF COMMERCE. VIA ON-LINE QUICKBOOKS INVOICE, CASHIERS CHECK Or MONEY ORDER WITH COMPLETED FORMS, NO PERSONAL CHECKS ACCEPTED.**

IN SIGNING THIS FORM, (I/WE) INDICATE OUR UNDERSTANDING AND ACCEPTANCE OF THIS CONTRACT AND AGREE TO PROVIDE ALL NECESSARY DATA AND DOCUMENTATION NECESSARY FOR THE PROCESSING OF THIS APPLICATION. IN ADDITION, (I/WE) AGREE TO ABIDE BY ALL REQUIREMENTS SET FORTH BY THIS AGREEMENT AND THE RULES AND REGULATIONS ESTABLISHED FOR THE ANNUAL HORNED TOAD DERBY BY THE COALINGA AREA CHAMBER OF COMMERCE AND ANY GOVERNING AGENCIES.

**REFUND POLICY:** IF YOU WITHDRAW FROM THE DERBY, A REFUND WILL BE MADE MINUS 20% HANDLING FEE IF REQUESTED IN WRITING BY MAY 1, 2024. NO REFUNDS AFTER MAY 3, 2024 AS ALL FUNDS ARE COMMITTED TO THE PRODUCTION, PROMOTION AND MARKETING OF THE DERBY. **NO SHOW! NO REFUND!**

**I have read, approved and received a copy of the Horned Toad Derby Rules and Regulations. \_\_\_\_ Initials**

\_\_\_\_\_  
Signed (Owner or Agent)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Chamber of Commerce

\_\_\_\_\_  
Date

**The Chamber will send a letter of approval and instruction after May 15th.**

**PLEASE RETURN ALL FORMS, PICTURES AND PAYMENT TO:**

**Coalinga Area Chamber of Commerce**

**265 W. Elm Ave., Coalinga, CA 93210 (559) 935-2948, FAX (559) 935-1458**

**www.coalingachamber.com ~ coalingachamber@gmail.com**

**PLEASE NOTE: ALL VENDORS ARE TO BE OFF OLSEN PARK PREMISES BY 8pm Monday, May 27, 2024.**

CITY OF COALINGA  
BUSINESS LICENSE/  
HOME OCCUPATION APPLICATION  
155 W. Durian Street Coalinga, CA 93210  
Phone: (559) 935-1531 Fax: (559) 935-0995

Business Type: (Check all that apply)

|                 |            |            |
|-----------------|------------|------------|
| GENERAL         | (\$29.00)  | NON-PROFIT |
| HOME OCCUPATION | (\$100.00) | OTHER      |
| CONTRACTOR      | (\$54.00)  |            |
| PROFESSIONAL    | (\$44.00)  |            |

BUSINESS NAME: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ BUSINESS PHONE# \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

FEDERAL TAXPAYER I.D./S.S.#: \_\_\_\_\_ SALES TAX I.D.# \_\_\_\_\_

DESCRIBE BUSINESS ACTIVITY \_\_\_\_\_

FOR HOME OCCUPATION: PLEASE COMPLETE A QUESTIONNAIRE

OWNERSHIP STATUS:                      Sole Proprietor                      Corporation                      Partnership

OPENING DATE OF BUSINESS: \_\_\_\_\_

KIND OF BUSINESS: (Check all that apply)

|            |                     |                           |                               |
|------------|---------------------|---------------------------|-------------------------------|
| Retail     | Manufacturing       | Financial/Insurance       | Real Estate Leasing/Rentals   |
| Wholesale  | Services            | Door to Door Solicitation | Contractor - CSLB Lic # _____ |
| Restaurant | Professional Office | Dental/Medical            | Other _____                   |

OWNER/MANAGER NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

AFFIDAVIT: I declare, under penalty of making false affidavit, that this application is made by me, that I am authorized to make such an application, that to the best of my knowledge and belief, it is a true, correct and complete application made in good faith, pursuant to the provisions of the Business License Ordinance of the City of Coalinga.

CONTRACTORS: By signing this document, you hereby declare yourself responsible for ensuring that all subcontracts have a valid business license on file with the City of Coalinga.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR HOME OCCUPATION APPLICANTS ONLY:**

AFFIDAVIT: I, the undersigned, hereby certify that I have read and understand the provisions attached pertaining to the establishment of a Home Occupation and agree that I will operate my business within the provisions prescribed by Sec. 9-2.3001 of the Coalinga Municipal Code:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICIAL USE ONLY**

|   |                    |                |
|---|--------------------|----------------|
| License No. _____                               | General _____      | Planning _____ |
| Date Received _____                             | Professional _____ | Building _____ |
| Paid _____                                      | Contractor _____   | Fire _____     |
| Expiration _____                                | Home Occup. _____  | Police _____   |
| Home Occupation Approved by: _____              |                    | Date _____     |
| Business License Application Approved by: _____ |                    | Date _____     |

## WORKER'S COMPENSATION DECLARATION

I hereby affirm, under penalty of perjury, one of the following declarations:

\_\_\_\_\_ I have and will maintain a certificate of consent to self-insure for worker's compensation, as provided by Section 3700, for the duration of any business activities conducted for which this license is issued.

\_\_\_\_\_ I have and will maintain worker's compensation insurance, as required by Section 3700, for the duration of any business activities conducted for which this license is issued.

My worker's compensation insurance carrier, policy number, and expiration date are:

Carrier \_\_\_\_\_

Policy Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

\_\_\_\_\_ I certify that in the performance of any business activities for which this license is issued I shall not employ any person in any manner so as to become subject to the worker's compensation laws of California, and agree that if I should become subject to the worker's compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with the provisions of Section 3700.

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

Business Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

**WARNING:** Failure to secure worker's compensation coverage is unlawful and shall subject an employer to criminal penalties and civil fines up to \$100,000. In addition to the cost of compensation, damages as provided for in Section 3700 of the Labor Code, interest and attorney's fees.



## CITY OF COALINGA BUSINESS LICENSE INFORMATION

155 W. Durian  
Coalinga, CA 93210  
Phone: (559) 935-1531  
Fax: (559) 935-0995

*Thank you for your interest in conducting business with the City of Coalinga. Ordinance 546 of the City of Coalinga Code requires that any person who conducts, operates, or engages in any business activities within the city shall obtain a City of Coalinga business license. The term "business" shall include all activities engaged in or caused to be engaged in within this City with the object of gain, benefit or advantage, whether direct or indirect, to the taxpayer or to another or to others, but shall not include the services rendered by an employee to this employer or a casual or isolated transaction. "Engaging in Business" shall mean commencing, conducting or continuing in business and liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.*

All annual business tax certificates issued under Ordinance 546, except the first certificate issued to newly established businesses, shall be considered to be issued on January 1<sup>st</sup> of each year and shall expire on December 31<sup>st</sup> of the same year.

### **UPON THE SALE OR TRANSFER**

No certificate granted or issued under the Business Tax provisions of this article shall be in any manner transferred or assigned, or authorize any person other than the person named in the certificate to carry on the business therein named or to transact such business at any place other than the place or location therein named without the written consent of the Finance Director endorsed thereon. **At the time such certificate is assigned or transferred on the place of location for the carrying on of such business is changed, the person applying for such transfer or change shall pay to the Finance Department a fee of \$25.00 for each assignment or transfer.**

### **PENALTY FOR NONPAYMENT OF ANNUAL BUSINESS TAX**

Every annual business tax or registration fee renewal which is not paid on or before March 1<sup>st</sup> of each year, or within fifteen (15) days after commencing business for a newly established business, is hereby declared delinquent, and the Finance Department shall thereupon add to said business tax registration fee and collect a penalty of twenty-five (25) percent of the tax so delinquent. In addition to the penalties imposed, any person who fails to remit any business tax shall pay interest at the rate of one and one-half percent (1 ½%) per month.

### **DOCUMENTS REQUIRED TO OBTAIN A CITY LICENSE**

The following documents (if applicable to your business) are needed when submitting an application for a City license:

- Fictitious Name Statement- For information on how to file, contact the Fresno Co. Clerks Office
- Seller's Permit – For information on how to obtain a permit, contact the State of CA Dept of Tax and Fee Administration
- Worker's Compensation Insurance Certificate
- Health Department Inspection Report/License
- Copy of Contractor's License

### **TRANSFER, SALE OF BUSINESS OR NEW BUSINESS**

**(Does not apply to Home Occupation Businesses)**

***You are required to set up an inspection with the Building and Fire Department Inspector prior to operation of business. A business license will be issued upon approval of inspections.***

**NOTE: Neither the filing of an application nor payment of the license fee shall authorize a person to engage in or conduct business activities until such license has been granted.**