



Tuesday December 4, 2018 - 5:00 PM to 7:30 PM

At Western Science Center (WSC) | 2345 Searl Parkway, Hemet CA 92543

Vendor Application

Old Fashioned Holiday is a free, family-friendly community event. Santa will be there for the kids, along with lots of fun activities & entertainment. We are looking for vendors selling gifts. Fee for a vendor space is \$20.00, with payments for vendor booths due by Friday, November 30th. **Indoor space is limited so reserve your spot early!**

Company Name: _____

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Cell: _____

Email: _____

Description of items you wish to sell at this event

(Once approved, the listed items cannot be changed without prior approval of WSC.)

Guidelines:

- Please submit vendor application form & payment made payable to Western Science Center at 2345 Searl Parkway, Hemet, CA 92543 no later than November 30, 2018. **There are no refunds.**
- Set up time begins after 3:00 pm. Vendors **must** provide their own tables chairs.
- Vendors to arrive no later than 4:00 PM, and all tables must be completely set up by 4:40 pm. Old Fashioned Holiday starts at 5:00 pm.
- Vendor to provide table, chairs, table cover, & payment methods including change.
- Break down of vendor booths will not be permitted earlier than 7:30 pm.
- Vendors are responsible for the security of their own items; **WSC** is not responsible for theft or damage to vendor's property.

Call Brittney at 951-791-0033 for any questions or concerns, or email: bstoneburg@westerncentermuseum.org

I have read, and agree to the guidelines of the event.

Signature

Date

Thank you for participating in Old Fashioned Holiday! Please read the following vendor instructions carefully before sending in your application.

Parking:

The parking lot outside of the museum is available for vendor use. Please do not park in red zones or on dirt for unloading/loading materials. Please bring your own cart to wheel your items to your booth space, the Western Science Center will not be able to provide carts for vendor use.

Vendor Check-In/Amenities:

Vendors to arrive no later than 4:00 PM, and all tables must be completely set up by 4:40 pm. Old Fashioned Holiday starts at 5:00 pm.

When you arrive, please head to the admissions desk located in the Museum Store. A WSC representative will be there to greet you, answer any questions you might have, and escort you to your booth area.

Please note that there will be **no** staff members or volunteers available to help you set up or take down your booth, so please plan ahead.

REMINDER: No storage is available to vendors. VENDORS must supply their own tables, chairs, canopies, wind weights, displays, signs, receipts, cash bank, change, etc. There are **NO SUPPLIES** available from organizers. ***Western Science Center does not accept any liability for missing or damaged items.***

Vendor Check-Out:

Vendors must attend the entire event; break down must begin no earlier than 7:30 PM, completed by 8:30 pm.

No food or drink may be brought in or consumed in the museum. We will have chairs and tables outside for snacking purposes.

Thank you and please let me know if you have any questions!

Brittney Stoneburg, Market & Events Specialist

bstoneburg@westerncentermuseum.org

951-791-0033