



Official Use Only:

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Booth Size: \_\_\_\_\_

## Air Show 2019 Vendor Application (Non-food commercial)

In an effort to expedite processing of your application, we ask that you utilize the checklist provided below to ensure that your application is complete and can be processed. All checklist items constitute the complete vendor application. **Please note that a complete application must have the correct insurance certificates and payment submitted for 100% of the booth rental fees.**

This document contains all necessary forms and information to complete a full application. It will be your responsibility to make certain that we receive a complete application package. Insurance Certificates are due with your application. **INCOMPLETE OR PREVIOUS APPLICATION FORMS WILL NOT BE ACCEPTED AND WILL BE DESTROYED.**

**The deadline for all applications is March 31, 2019. Space will be allocated on a first-come-first-served basis. So submit your application as soon as possible.**

The following check-listed items should be sent to Planes of Fame Air Museum via Email (preferred) mail, or fax:

Email to [airshowvendors@planesoffame.org](mailto:airshowvendors@planesoffame.org)

FAX your application package to 909-597-4755; attn: [airshowvendors@planesoffame.org](mailto:airshowvendors@planesoffame.org)

Mail your application to: [airshowvendors@planesoffame.org](mailto:airshowvendors@planesoffame.org), Attn: Planes of Fame Air Museum, Vendor Applications, 14998 Cal Aero Dr., Chino, CA 91710.

### Vendor Application Checklist

MAKE YOUR PAYMENT THROUGH THE PLANES OF FAME WEBSITE (*Pay online at Museum's online Gift Shop listed under 'Airshow Vendor'*)

COMPLETED VENDOR APPLICATION

COMPLETED CITY OF CHINO PERMIT APPLICATION

***(DO NOT SEND CHINO PERMIT APPLICATION TO THE CITY OF CHINO)***

COPIES OF CERTIFICATES OF INSURANCE WITH THE FOLLOWING REQUIREMENTS:

**INSURANCE INFORMATION: PLEASE READ CAREFULLY:** All vendors must carry a General liability and Automobile policy with a \$1 million limit. The business name you use on your application must match the name on your certificate of insurance. If you use a company name other than that on your insurance certificate, please add that name to your application. If your insurance policy expires prior to Air Show, but after you submit it with your application then you must provide us with the current and valid certificate on or before April 22. Please check your expiration date and make arrangements to comply with this rule. We have included a sample copy of the additionally insured wording for you to share with your agent and we strongly encourage you to forward it to them for accuracy. Please have the following listed as additional insured on your two business policy certificates exactly as written below in the boxes (Both entities must be named separately).

Initials:



First Certificate

Planes of Fame Air Museum and its officers, employees, agents and volunteers  
 14998 Cal Aero Dr.  
 Chino, CA 91710

AND

Second Certificate

The County of San Bernardino and its officers, employees, agents and volunteers  
 385 N. Arrowhead Ave  
 San Bernardino, CA 92415

MERCHANDISE VENDOR PLACEMENT ACKNOWLEDGEMENT

Once your completed application (all check-listed items above) has been received and processed, you will receive confirmation by either mail or e-mail. Notification of Acceptance and Booth Assignments will be sent to you by mail or e-mail on/by April 15, 2019. If you have any questions please e-mail them to: [airshowvendors@planesoffame.org](mailto:airshowvendors@planesoffame.org)

**Air Show Vendor Application Form**

Company:	
Contact Person:	
Mailing Address:	
Primary Phone: <i>(enter all 10 digits only)</i>	
Cell Phone <i>(used during air show)</i> <i>(enter all 10 digits only)</i>	
E-Mail Address	
Products for Sale <i>(Be specific but concise in descriptions)</i>	
Will you use a Generator?	Yes No <i>(if Yes, please read generator requirements)</i>
Split Booths?	Yes No <i>(Minimum of two (2) 10x10 booths are required to split booths into two locations.)</i>
Booth size/quantity/price:	10' x 10' @ \$400      10' x 20' @ \$800      20' x 20' @ \$1600
Date (use mm/dd/yyyy format) booth payment made and name on the credit card:	Date: Name:
Number of booth persons?	Saturday      Sunday

Initials:



(continued)

Additional wristbands purchased @ \$15 each:	Saturday	Sunday
Date (use mm/dd/yyyy format) additional wristband payment made and name on the credit card:	Date: Name:	

## Vendor Wristbands

Each 10x10 booth will receive two (2) vendor wristbands. **Additional wristbands may be purchased through our website for \$15 each and are good for one day only.** Vendor wristbands are to be given ONLY to people working in your booth and Must be worn at all times. Vendor wristbands allow access to the ramp before and after the public is allowed and access to areas where the public is not allowed.

## Vendor Parking Passes

Vendor Parking is extremely limited. **Only one (1) vendor parking pass will be issued to each vendor regardless of the number booths purchased.** Vendor parking is primarily for vendor vehicles that are used for restocking your inventory. Please do not request additional parking passes from our ramp and setup personnel. Additional parking passes may be requested in writing through [airshowvendors@planesoffame.org](mailto:airshowvendors@planesoffame.org) before April 17, 2019. Please list your specific needs for additional parking passes and your request will be reviewed.

## Selling Days Information and Regulations

1. You may sell your merchandise on the following days: Saturday - May 4 and Sunday - May 5, 2019
2. There will be **NO** vendor setup on Thursday, May 2.
3. You may also set up Friday, May 3rd between the hours of 8:00 a.m. and 5:00 p.m.; Saturday, May 4 and Sunday, May 5, 2019 between the hours of 6:00 a.m. and 7:00 a.m. All vehicles must be in designated parking no later than 7:30 a.m. each day.
4. You **MUST** have a vendor vehicle pass and vendor wristbands to be allowed entrance to the airport at all times.
5. The gates for the public will be open on Saturday and Sunday from 8:00 a.m. to 4:00 p.m.

Initials:

**DO NOT SEND THIS FORM TO CITY OF CHINO!!**



***Return this form to Planes of Fame with your Vendor Application.***

**VENDOR PERMIT APPLICATION**

**CITY OF CHINO  
FINANCE  
DEPARTMENT**

13220 CENTRAL AVENUE CHINO, CA 91710 (909) 591-9818 FAX (909) 464-0717  
MAILING ADDRESS: PO BOX 667 CHINO, CA 91708-0667

**BUSINESS INFORMATION**

Company Name:
Address:
Mailing Address:
Phone: FAX: Emergency Phone (After hours): Contact Person:

**OWNER/OFFICER INFORMATION (Complete names and addresses of at least two officers, partners, or owners.)**

Name:	Title:	Name:	Title:
Drivers Lic.#	Social Sec.#	Drivers Lic.#	Social Sec.#
Home Address (include city & zip)	Home Address (include city & zip)		
Phone: FAX: (include area code)	Phone: FAX: (include area code)		

Is this a...  CORPORATION  PARTNERSHIP  LLC  SOLE OWNERSHIP (please check one)

**CORPORATE INFORMATION (Please complete this section if you are a corporation, or if your corporate offices are located elsewhere).**

Corporate name:	Federal Employer's ID#	State ID#
Address:		
Phone: (include area code)	FAX: (include area code)	

Name of Event: \_\_\_\_\_

Dates of Event: \_\_\_\_\_

State Board of Equalization Permit #: \_\_\_\_\_

Please describe your business activity in detail:

I hereby certify that the information provided on this form is true and correct to the best of my knowledge and ability. I acknowledge that applying for a business license does not guarantee the right to conduct any business activity that is in violation of any city code. All permits required from city departments must be obtained before any business activity will be allowed.

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_