

**2024 Dunsmuir Railroad Days  
Vendor Application  
June 7, 8, & 9, 2024**

CRAFT _____ NONPROFIT _____	
<b>Early Bird Special:</b> \$50 for the 3-day event by May 1, 2024. No refunds. Payment must be received before May 1, 2024.	
<b>Regular Event Price:</b> \$80 for the 3-day event <u>after</u> May 1, 2024. No refunds after June 4, 2024.	
<b>Single Day Price:</b> \$30 - <u>One Day Only</u> Friday _____    Saturday _____    Sunday _____ This is good for only "one" day. If you decide to stay a second day, you must pay the full <b>Regular Event Price</b> of \$80.	
<b>Non-Profit Price:</b> \$20	
<b>Type of Space:</b> Tent/Canopy _____    Trailer/Van _____	
<b>BUSINESS NAME:</b>	
<b>SELLERS PERMIT NUMBER:</b> (Please provide a copy of the permit.)	
<b>CONTACT NAME:</b>	<b>BUSINESS PHONE:</b>
<b>ADDRESS:</b>	<b>ALTERNATE PHONE:</b>
<b>CITY:</b>	<b>FAX NUMBER:</b>
<b>ZIP CODE:</b>	<b>E-MAIL:</b>
<b>NEED ELECTRICITY:</b> YES [ ]    NO [ ]	
<b>ITEMS TO BE SOLD:</b>	

Please review the attached pages for the 2024 Dunsmuir Railroad Days Vendor regulations.

**Submitting Application**

1. Make check payable to: **Dunsmuir Railroad Days**
2. Make a copy of the Application Form for your files before mailing to the address below:

Dunsmuir Railroad Days 2024  
Vendor  
P.O. Box 524  
Dunsmuir, CA 96025

**Questions**

1. Sandra Hood, Event Chair/Vendor Coordinator I – 530-500-5439

**Signature Required**

I have read the above regulations and agree to abide by them and any other laws, codes, or regulations applicable and to hold Dunsmuir Railroad Days Committee, the Dunsmuir Chamber of Commerce, and the City of Dunsmuir harmless for any harm or damage to equipment, merchandise, or staff.

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SELLER SIGNATURE

DATE

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RAILROAD DAYS VENDOR COORDINATOR

DATE

NOTE: You will receive a Dunsmuir Railroad Days postcard in the mail confirming your vendor spot.

Proceeds go toward the DRDC Scholarship and the annual June event. Dunsmuir Railroad Days activities are co-sponsored by the Dunsmuir Chamber of Commerce.

**2024 Dunsmuir Railroad Days Vendor Guidelines**  
**June 7, 8, & 9, 2024**

***VENDORS - PLEASE KEEP THE FOLLOWING PAGES FOR YOUR REFERENCE.***  
***MAKE SURE YOUR EMPLOYEES/STAFF HAVE ACCESS TO THIS INFORMATION.***

**Permits**

1. All vendors must have a State of California Seller's Permit. Temporary permits are acceptable. Permits must be posted.

**Booth Space Size - There is a limited number of spaces available.**

1. Booth spaces are **10 feet by 10 feet**. A 10x10 QuikShade or similar canopy will fit in the space.
2. Vendor's equipment **must fit** within the 10x10 space.
3. **WIND WARNING:** Wind blows through the Dunsmuir Canyon. Please have the equipment to properly anchor your pop-up.
4. **DAMAGED EQUIPMENT:** If any of your equipment or merchandise is damaged, you are responsible for removing the items. Please - **Do not leave the damaged items behind.**

**Location**

1. Booths will be located on upper Pine Street in the Historic District.
2. Space will be assigned on a "first come, first served" basis with emphasis on any special needs of the vendor, i.e., electricity.
3. Over-flow and one-day vendors may be placed on Dunsmuir Avenue between Pine and Cedar Streets.

**EVENT SCHEDULE**

<b>DATE</b>	<b>SET UP TIME</b>	<b>HOURS OF OPERATION</b>	<b>BREAK DOWN</b>
Friday June 7, 2024	3:00 p.m.	6:00 p.m.*	9:00 p.m.*
Saturday June 8, 2024	8:30 - 9:30 a.m.	10:00 a.m. - 6:00 p.m.	6:00 p.m.
Sunday June 9, 2024	8:30 - 9:30 a.m.	10:00 a.m. - 4:00 p.m.	4:00 p.m.

1. Vendors are asked to set up at the specified times. If you have special needs, please contact the Vendor Coordinator Team (Kristin Valenzuela or Sandra Hood at 530- 500-5439).
2. Vendors must be completely set up with vehicles out of the event area **30 minutes** before the day's events begin. \*Closing time on Friday, June 7, is subject to change.
3. **NOTE: There is no parking in the vendor area.** For information about where to park, please contact the Vendor Coordinator.

**Staffing**

1. Booths must be staffed during the event hours.
2. Please make this “Vendor Information” available to all your staff.

**Booth Housekeeping**

1. Booths must be maintained in a clean and sanitary condition. Vendors must provide their own trash receptacles in the booth. Trash may be placed in the larger receptacles during the day.

**Generators**

1. If you are using a generator for your booth, please try to muffle the sound as much as possible.

**Products and Sales**

1. Vendors are responsible for collection and payment of all sales taxes required.
2. Only items listed above may be sold in the booth.
3. If you are making a change, please notify the Vendor Coordinator as soon as possible.

**Break Down**

1. Booths must be disassembled and removed from the area one hour after closing. All debris must be taken to a designated dumpster or removed by vendor.

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## PLEASE NOTE

There will be no set-up of booths  
allowed until

3:00 p.m.

on Friday, June 7, 2024.

Thank you for your consideration.

Dunsmuir Railroad Days Committee