

# 2025 Dia De Los Muertos Vendor Application

**November 2, 2025 11-4 pm**

**Alex Thomas Plaza**

## **VENDOR INFORMATION | PLEASE FILL OUT COMPLETELY**

<b>Business/Organization Name:</b>	<b>Business Phone:</b>
<b>Contact Person:</b>	<b>Cell Phone:</b>
<b>Address:</b>	<b>Fax:</b>
<b>City, State, Zip:</b>	<b>Email:</b>

### **TYPE OF VENDOR BOOTH:**

☐ **Merchandise** (Fee: \$100)

Vendors in this category have purchased wholesale inventory products for resale at a markup OR sell services, memberships, or subscriptions. **California Seller's Permit:** \_\_\_\_\_

**California Resale License:** \_\_\_\_\_

☐ **Craft** (Fee: \$75)

This category is strictly limited to vendors who produce and sell ONLY handmade, original, artisan craft items. All items for sale MUST be handmade. Craft vendors may not sell merchandise which they themselves did not make. Vendors must submit pictures of their handmade items in order to qualify as a craft vendor.

☐ **Information** (Fee: \$75)

Booths in this category are not allowed to sell any goods OR services. Information booths are promoting a business, school, a cause or simply providing information. Information booths are encouraged to be somewhat entertaining and/or interactive.

☐ **Non-profit or School** (Fee: \$50)

This category is limited to non-profit organizations and schools.

### **PLEASE DESCRIBE/LIST ALL ITEMS BELOW THAT YOU WISH TO SELL OR EXHIBIT:**

First time attending vendors must submit photos of items being sold or exhibited.


I have read the materials in this application including the: Vendor Definitions, Vendor Terms & Conditions, and the Load-In/Load-Out Instructions and agree to comply with the conditions set forth and agree to hold harmless the Dia De Los Muertos Ukiah committee, City of Ukiah and any other organizations or persons involved, from any losses or damage incurred as a result of participation in the Dia De Los Muertos Ukiah events or activities.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

## BOOTH SPECIFICATIONS & FEES

Spaces are 10'x10'. Vendors are required to supply their own equipment including tents, tables, chairs, etc.

Space Reservation	Total
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- |  |         |  |          |
|--|---------|--|----------|
| <input type="checkbox"/> Merchandise       |         |  |          |
| Number of 10 x 10 spaces _____             | x \$100 |  | \$ _____ |
| <input type="checkbox"/> Craft             |         |  |          |
| Number of 10 x 10 spaces _____             | x \$75  |  | \$ _____ |
| <input type="checkbox"/> Information       |         |  |          |
| Number of 10 x 10 spaces _____             | x \$75  |  | \$ _____ |
| <input type="checkbox"/> Non-profit/School |         |  |          |
| Number of 10 x 10 spaces _____             | x \$50  |  | \$ _____ |

Total Booth Fees \$ \_\_\_\_\_

**Fees MUST be paid before application will be processed.**

Payments may be made with cash, check, or credit card.

Checks must be made payable to "City of Ukiah."

Credit Card Authorization Forms are available.

## GENERAL INFORMATION

The Dia De Los Muertos Ukiah event Ukiah event will take place on Sunday, November 2nd. The event will feature vendors, live music, family-friendly activities, community altar, and more!

**Festival Location:** Alex Thomas Plaza and School St. between Clay St. and Stephenson.

### **Event Hours**

**Sunday, November 2nd: 11 pm to 4pm**

### **Vendor Set up & Load-In**

- Vendor set up will begin Sunday, November 2nd, between 9 am and 10:30 am.
- Exhibitors will be assigned a booth number.
- In order to make setup as easy as possible, you will be asked to unload and park your vehicle.

### **Parking**

- In an effort to have plenty of parking available for festival goers, all exhibitors are requested to park on the streets located west of Oak Street (one block west of School running parallel) or east of Main Street (two blocks west of School running parallel).
- Limited parking is available in lots surrounding the downtown area.

### **End of the Event: Breakdown & Load-Out**

- Vendors are to remain for the entire event. Failure to do so will result in disqualification to participate in the future.
- Clean up and tear down begin at 4:00 pm sharp.
- Vendors must pack up their booth quickly to allow the street to reopen to traffic.

## **Credit Card Payment Authorization Form**

City of Ukiah Recreation  
411 W. Clay St.  
Ukiah, CA 95482  
Phone:(707) 463-6231  
maranda@cityofukiah.com

Sign and complete this form to authorize City of Ukiah to make a debit to your credit card listed below.

By signing this form, you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only and does not provide authorization for any additional unrelated debits or credits to your account.

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### **Please complete the information below:**

I \_\_\_\_\_ authorize City of Ukiah to charge my credit for \_\_\_\_\_  
(amount) on or after \_\_\_\_\_ (date). This payment is for  
\_\_\_\_\_ (description of goods/services).

Billing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Account Type: ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Cardholder Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

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

CVV2 (3 Digit Number on Back of Visa/MC, 4 Digits on Front of AMEX): \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.