



2017 Village in Apple Valley Summer Street Fair

June 3, 2017 9:00AM – 2:00PM

Car Show Application:

2017 New Location: Hitt RD (Between Outer HWY 18 & Powhatan RD) Apple Valley

Classic Cars: No Entry Fee Required

Applications must be turned in by May 24, 2017. Space is limited late applications may not be accepted.

Entry Name: _____

Car Club: _____

Make & Model: _____

Mailing Address: _____

Phone: _____ Alt Phone: _____

Email: _____ Space Requested: _____

General Information:

- Classic car check in can begin at 7:00 AM. All vehicles must be checked in and parked no later than 8:30AM. (Call if you need special arrangements for set up or removal)
- Check in at the corner of Powhatan and Hitt RD
- Car show participants are requested to stay for the duration of the event from 9AM-2PM. The event is not over when we give away show prizes. Guests/Pedestrians will still be in attendance.
- There is no electricity or water access
- The car show coordinator will have final say on the eligibility of the entry.
- Drivers of any and all vehicles in the Classic Car Show Area must possess a valid driver's license, be at least 18years old and possess all liability vehicle insurance. A copy of insurance must be submitted with this application
- Exhibitions of speed or reckless driving are not permitted
- This is a rain or shine event
- Prize categories are best overall 1st, 2nd & 3rd
- All canopies must be secured and weighted down. If your canopy isn't secured you will be asked to remove it to protect the property of others participating in the event.

Return Applications to: Kenneth Sousa at Town of Apple Valley 14955 Dale Evans Parkway
Apple Valley Developments Services Building 760-240-7000x7075 Ksousa@applevalley.org

I have read and understood the attached Liability Waiver Event Vendor Requirements, Vendor Acceptance Policies, Fire and Heath Dept. Requirements and this application and agree to abide by the rules and requirements as set forth, therein and any others that may be implemented. I understand that failure to abide my result in a non-refundable loss of fees, not being allowed to set up the day of the event, or removal from the event and may prevent my participation in future events held by The Village in Apple Valley and/or the Town of Apple Valley.

Sign Here: _____ Date: _____

Event Use Only:

Insurance: _____

Waiver _____



Liability Waiver: Car Show

RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE

I (**PRINT: Last, first, middle**) _____ fully understand that my participation in the 2017 The Village in Apple Valley Summer Street exposes me to the risk of personal injury, death or property damage. I hereby acknowledge that I am over eighteen years old and voluntarily participating in this event/class and agree to assume any such risks.

I agree to provide proof of vehicle liability insurance.

Insurance Carrier: _____

Policy # _____

Policy Holder: _____

I hereby release, discharge and agree not to sue the Apple Valley Village Property-Owners Business Improvement District, The Town of Apple Valley, it's officers, vendors, event coordinator or staff for any injury, death or damages to or loss of personal property arising out of, or in connection with, my participation in the event/class from whatever cause, including the active or passive negligence of the Apple Valley Village Merchant Association, The Town of Apple Valley or any other participants in the event/class.

In consideration for being permitted to participate in the event/class, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless The Apple Valley Village Merchant Association, it's officers, vendors, event coordinator or staff from any and all claims, demands actions or suits arising out of or in connection with my participation in the event/class.

I give permission and free unconditional non-exclusive license to Apple Valley Village Property-Owners Business Improvement District to use my name and images of my vehicle for promotional or educational purposes in connection with The Apple Valley Village Summer Street Fair (whether before, during or after the event)

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

Date: _____

Signature: _____

Print Name: _____



Town of Apple Valley

Town of Apple Valley Event Retail Vendor Policies 2017

By submitting a vendor application for a Town of Apple Valley special event, you agree to abide by all requirements of the **Town, Fire District and Board of Equalization Department** provided on this form, event applications and other information provided by the Town or other agencies. **You may be denied participation** on the day of an event by representatives of the Town, Fire District and/or BOE Department for failure to comply with any of the stated conditions.

Vendors who fail to comply with any of the conditions herein are subject to removal from the area without a refund of vendor fees and may not be invited to participate in future events.

Vendor Acceptance Policies & Payment Schedule

- Vendor acceptance is on a first-come first-served basis; and we limit the number of vendors selling the same item. Once you have turned in an application you will receive a copy that confirms your acceptance.
- You will receive a confirmation via mail or email including event details no later than one week prior to the event.
- Exclusivity and space location cannot be guaranteed. See "Town Requirements" on next page for more details.
- All payments must be received 30 days prior to the event to secure space reservation. If payment is not paid within two weeks of the event, you will be charged a \$10 late fee.
- Refunds are not issued for no shows or cancellations within 30 days of an event, unless the event is cancelled by the Town. No refunds are given for claims of duplicated items, location, lost profits, etc.

Board of Equalization Requirements

You are responsible for adhering to requirements of the Board of Equalization. A Resale License Permit is free to obtain. Below is a summary of these rules. For more details or questions, contact the BOE at (951) 680-6400 or www.boe.ca.gov website.

The same Resale Permit can be used for all events in the same location: but a new permit is needed for each new location. For example, you will need a sellers permit for the Freedom Festival, and a separate one for the Holiday Craft Fair.

- Your Resale Permit must reflect the physical address to where the event is taking place.
- Forms required from BOE:
 1. Marketing/Non-sales- No Permit needed
 2. Used items- 410-D form
 3. New items- Resale Permit
 4. Non-profit:
 - * New items: Resale Permit
 - * Used items: No Permit needed
 5. Non-Taxable food items- No permit unless event requires entry fee.
 6. Civic (School/Church)- No permit needed
 7. Mary Kay, Tupperware, Origami Owl, etc.- 410-D form
- Exempt Sale/Used items- Garage Sale/Flea Market type vendors are allowed (2) Non-Taxable garage sales per year
- **The Town may be fined \$1,000 for each vendor without the proper permits.**



Town of Apple Valley

Town of Apple Valley Event Retail Vendor Policies 2017

Town Requirements & Permits

Following is general information applicable to all events. Additional requirements and information is included on the various applications for each individual event.

FEES & PERMITS

1. **LATE FEES:** All vendor spaces must be paid in full 30 days prior to each event to guarantee your space. **A \$10 late fee will be added for payments within two weeks of the event.**
2. **REFUNDS:** Fees are **non-refundable** with less than 30 days cancellation prior to an event.
3. **RESALE LICENSE PERMIT:** By order of the State Board of Equalization, you must possess a free resale number permit if you are a non-food, new item vendor. The Town requires this permit be visible at all events. See event application for more details.
4. **NON-PROFIT RATE:** Organizations requesting the non-profit vendor rate must attach proof of non-profit status, including your tax ID number, to each event application. Vendors participating under a non-profit rate assert that all money raised through their participation is going to the non-profit organization listed. Not all events have a non-profit rate.
5. **BUSINESS LICENSE:** Vendors who operate a business in the Town of Apple Valley, or participate as a vendor in three or more Town events, must get a Town business license (see application). Each Sunset Concert date is considered a separate event.

MERCHANDISE & BOOTH LOCATION

1. **EXCLUSIVITY:** No vendor is guaranteed exclusivity for an item although efforts are made not to duplicate certain items. All categories of items sold must be listed on your application, and the Event Coordinator must be notified of any changes to the list.
2. **SPACE ASSIGNMENT:** We will consider requests for a specific space, however it cannot be guaranteed. Spaces are assigned to maximize traffic flow, avoid placing similar items together and meet vendor needs for access, electricity, fire and health department requirements and other factors.
3. **SET UP/CLEAN UP:** Vendor booths must be completely set-up and all vehicles removed from the event area at least 30 minutes before the event begins, or by the time stated on the event application. Vendors are required to remain set-up until the posted ending time of each event.
4. **ACCEPTABLE ITEMS:** All booths and merchandise must be maintained in good condition, in good taste, and appropriate for family viewing. The Event Coordinator reserves the right to order the removal of any items deemed inappropriate, disruptive, hazardous or not listed on your application. For example, "Silly String", "poppers" and "cap guns" are not allowed at any event.
5. **MULTIPLE SPACES:** Each vendor may operate only one of any one type of booth. For example, one vendor cannot rent two separate booths selling the same item at an event. If a vendor needs more than one space they must be adjacent to each other.



Town of Apple Valley Event Retail Vendor Policies 2017

Power, Water Supply & Equipment

AVAILABILITY: At some events electricity **may not** be available. Please read the event application carefully for availability. If you use electricity strictly for lighting purposes, we **strongly encourage** battery powered lanterns and lights as they are low cost, reusable and energy efficient.

ACCESSORY EQUIPMENT: When power and water is available, vendors must supply their own extension cords, surge protectors, hoses and any other equipment needed. All equipment must be in good condition (no frayed wires, leaky hoses, etc.).

SPACE REQUESTS: You must clearly indicate on your application whether you need power or water (when offered), as spaces are assigned based on this information. If you do not make the appropriate request on your application, the Town will not be responsible if lack of access to water or power

Booth Operation & Appearance

1. Vendors may not conduct business outside their booth space or by walking about the event.
2. Booths shall have professional looking signs. Handwritten signs are not permitted.
3. Vendors may not vary items sold from those listed on the application without prior notice and approval from the Event Coordinator.
4. Each booth must have someone 18 years of age or older present at all times. All workers must maintain appropriate attire and appearance.
5. All vendors must have an EZ-Up type canopy. No makeshift tenting or swap meet style booths. ~~(Inside vendors Holiday Craft Fair vendors may not use canopies unless approved by the event coordinator.)~~
6. *All extra product and supplies stored in the booth shall be covered or screened from view.
7. *All tables must have skirting or tablecloths.

A.V. Fire District Requirements

1. **Fire Extinguishers:** All vendors must have one easily accessible 2A10BC minimum rating fire extinguisher with a current service tag by a licensed California company.
2. **All canopies:** must be composed of flame-resistant material or treated with a flame retardant in an approved manner. All canopies must have a permanently affixed California Marshal label attesting to such.
3. **No smoking:** All vendors must have “No Smoking” signs posted in an obvious place.
4. **Cooking tents:** shall be separated from other tents and canopies by a minimum of 20 feet.
5. **LP-Gas containers:** shall be located outside tents and canopies, separated by a minimum of 5 feet.
6. **Generators:** and other internal combustion power sources shall be separated from tents and canopies by a minimum of 20 feet and isolated from contact with the public.

If you do not adhere to these requirements you may not set up and no refund will be given. For more details please contact the AV Fire Protection District at (760) 247-7618.