



# Street Fair – Vendor Application

*(Separate application needed for parade and car show)*

## 2017 Happy Trails Parade & Street Fair

**September 30, 2017 10:00AM – 3:00PM**

**Application Deadline: Sept 15, 2017**

**Location: James A Woody Community Center - Set up will be on Powhatan RD near Navajo**

Village Business Owners: \$35 per 12x12 spot \$60.00 for a double spot (if available)

Non Village: \$45.00 per 12x12 spot \$80.00 for a double spot (if available)

Space is limited late applications may not be accepted. *If you are participating in both the Parade and Street Fair you must set up your vendor booth before the parade and have additional staff to run your vendor booth during the parade.*

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

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Email: \_\_\_\_\_ # of 12x12 Spaces Requested: \_\_\_\_\_

Resale License # \_\_\_\_\_

**General Information: See Attached Vendor Policies**

- There is no electricity or water access
- A Town of Apple Valley Business Lic is required for vendors that have participated in three or more events held in the Town of Apple Valley. A photocopy must be provided with your application
- All applicants selling food must have health department permit/TFS permit – **Submit copy with application**
- Payment is due 10 days prior to event
- Cancellations: No Refunds if notice is less than 10 days prior to event.
- Event set-up and space assignments are subject to change at any time and assigned by staff pending availability
- Set-up will be begin at 7:30AM; set up must be completed by 9:30AM (Call if you need special arrangements)
- DO NOT pack up prior 3:00PM and you must vacate by 4:00PM
- No Bake Sale, snack items or beverages may be sold, except by approved food vendors with a health department permit.
- No supplies, tables or chairs will be provided
- All event vendors selling new or food items must have a resale license. See attached Vendor Policies submit verification of BOE resale permit with temporary address listed. **Event Address 13467 Navajo Rd, Apple Valley, CA 92308**

Make Checks Payable to: Apple Valley Village PBID **(No Cash or Credit Card Payments)**

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](mailto: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:

Spaces \_\_\_\_\_ Date Paid \_\_\_\_\_ Check # or Cash \_\_\_\_\_ Insurance: \_\_\_\_\_

TFS Permit: \_\_\_\_\_ Business Lic: \_\_\_\_\_ Resale Lic \_\_\_\_\_ Waiver: \_\_\_\_\_



## Vendor Liability Waiver

### RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE

I (**PRINT: Last, first, middle**) \_\_\_\_\_ fully understand that my participation in the 2017 Happy Trails Parade Festival Street Fair exposes me to the risk of personal injury, death or property damage. I hereby acknowledge that I am voluntarily participating in this event/class and agree to assume any such risks.

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 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: \_\_\_\_\_

Parent/Guardian if under 18: \_\_\_\_\_

Print Name: \_\_\_\_\_



## 2017 Vendor Policies

(Detach and keep for your records Event Info is included)

By submitting a vendor application for an event located in The Town of Apple Valley you agree to abide by all special event requirements of the Town, Fire District, Apple Valley Village PBID 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/Rules & Payment Schedule

- No political campaigns will be accepted. Entries expressing political or social views are strictly prohibited and will be denied entry.
- **All Shade canopies must be secured in the event of high winds. You are required to have sufficient weights on each leg. If your canopy is not secured and weighted down you will be required to remove it. NO exceptions will be made to this rule.**
- Vendors need to stay until the event is scheduled to end. If you pack up early without prior approval from the event manager, your application will be denied for future events.
- 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. We reserve the right to decline.
- 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.
- All payments must be received 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 promoter. No refunds are given for claims of duplicated items, location, lost profits, etc.

If you are participating in both the Parade and Street Fair you must set up your vendor booth before the parade and have additional staff to run your vendor booth during the parade.

### 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](http://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.

- 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 \$1000 for each vendor without the proper permits.

**Submit a copy with the temporary address change with your application.**

## Event Requirements & Permits

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.
6. **FOOD VENDORS:** All food vendor must have current health department permit to operate at temporary locations. Your booth or food trailer must meet all current health department requirements for food safety and sanitization. Current permit must be posted.

### Merchandise and 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

## 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:** If you need special arrangement for load in or load out let the event manager know before the event. When it is provided 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, we will not be responsible if lack of access to water or power. Most events provide no 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.
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.**

## Event Information

**Detailed Instructions and a location map will be sent out to you prior to the event. Below is some general information about the 2017 Happy Trails Street Fair**

**Event Location: James A Woody Community Center 13467 Navajo Rd, Apple Valley, CA 92308**

**Set up will be on Powhatan RD in-between Navajo RD & Pawnee**

### **General Information:**

-There is no electricity or water access

-A Town of Apple Valley Business License is required for vendors that have participated in three or more events held in the Town of Apple Valley. A photocopy must be provided with your application

-All applicants selling food must have health department permit/TFS permit – **Submit copy with application**

-Payment is due 10 days prior to event

-Cancellations: No Refunds if notice is less than 10 days prior to event.

-Event set-up and space assignments are subject to change at any time and assigned by staff pending availability

-Set-up will be begin at 7:30AM; set up must be completed by 9:30AM (Call if you need special arrangements)

-DO NOT pack up prior 3:00PM and you must vacate by 4:00PM

-No Bake Sale, snack items or beverages may be sold, except by approved food vendors with a health department permit.

-No supplies, tables or chairs will be provided

-All event vendors selling new or food items must have a resale license. See attached Vendor Policies submit verification of BOE resale permit with temporary address listed. **Event Address 13467 Navajo Rd, Apple Valley, CA 92308. Submit a copy with the temp address change with your application.**

-Vendor parking will be determined the day of the event.

-All shade canopies must secured! Weights must be heavy enough to keep the canopy in place if the wind kicks up. You will be asked to remove your canopy if it is not properly secured.

***-Access to set up your booth will not be available off Navajo RD. You can access by taking Central RD to Powhatan turning west on Powhatan. This is very important to remember or you will be caught up in the parade assembly area traffic.***

***-If you are participating in both the Parade and Street Fair you must set up your vendor booth before the parade and have additional staff to run your vendor booth during the parade.***