



Town of Apple Valley 2023 Special Event Retail Vendor Applications

Hello Retail Vendor!

We are looking forward to an exciting year of events in 2023!

Reminder: ALL Apple Valley parks are SMOKE-FREE.

For the health and safety of patrons, NO smoking is allowed anywhere on the park property.

We have enclosed the retail applications for the **FREEDOM FESTIVAL and HOLIDAY CRAFT FAIR**.

We will accept applications on the following dates:

- **Apple Valley residents/businesses: April 24-27**
- **Open to all vendors: May 1**
- **Do not mail your applications prior to the acceptance dates**

This year we continue the practice of giving preference first to Apple Valley vendors. We will continue to limit the number of booths selling similar products.

*Food vendor applications are included elsewhere. Contact the Recreation Dept. for more information.

Applications & Policies for *Non Food Vendors*

All vendors selling new/handcrafted items MUST provide a copy of your Seller's Permit. This permit is free to obtain from the CDTFA. See page 2 for details.

Events at a glance:

Rockin' Flea Market: May 6 and August 12

Yard sale type vendors however, exceptions do apply. For more information contact the Recreation Dept. or visit www.AppleValleyEvents.org. The Rockin' Flea Market application is not included in this package.

Freedom Festival: Tuesday, July 4

2-9 pm at Brewster Park. Family-fun activities, great music, and fireworks attract over 10,000 people!

See application for more details. Vendor meeting will be Tuesday, June 20. Information for the meeting will be included on your vendor confirmation form. Attendance is MANDATORY for event participation.

Holiday Craft Fair: Saturday & Sunday, November 4 & 5

9 am-3 pm at the Apple Valley Conference Center located in the Town Hall Development Services Building. All items must be **100% handcrafted**. Mass produced items are prohibited. This event brings in up to 1,000 visitors. Free crafts are provided for children.

The Town of Apple Valley has set the standard for community events in the High Desert and we look forward to continuing this tradition in 2023. For information or questions contact:

Town of Apple Valley Recreation Department

14955 Dale Evans Parkway, Apple Valley, CA 92307

aarnold@applevalley.org • www.AVRecreation.org • (760) 240-7000 X 7891



Town of Apple Valley Event Retail Vendor Policies 2023

By submitting a vendor application for a Town of Apple Valley special event, you agree to comply with all requirements of the **Town, Fire District, and CA Department of Tax & Fee Administration** 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 CDTFA 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 given 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.

CA Dept. of Fee & Tax Administration Requirements

You are responsible for adhering to requirements of the California Department of Tax and Fee Administration. **A Seller’s Permit is free to obtain.** Below is a summary of these rules. For more details or questions, contact the CDTFA at (800) 400-7115 or visit www.cdtfa.ca.gov. The same Seller’s 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 seller’s permit for the Freedom Festival, and a separate one for the Holiday Craft Fair.

- **Your Sellers Permit must reflect the physical address of where the event is taking place. Sellers permits with home/business addresses will not be accepted. Event addresses are listed on the front page of the application.**
- Forms required from CDFTA:
 1. Marketing/Non-sales- No Permit needed
 2. Used items- 410-D form
 3. New items/Handcrafted– Seller’s Permit/Temporary Seller’s Permit
 4. Non-profit:
 - * New items: Seller’s Permit /Temporary Seller’s Permit
 - * Used items: 410-D Form
 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
- **The Town may be fined \$1,000 for each vendor without the proper permits.**



Town of Apple Valley Event Retail Vendor Policies 2023

Town Requirements & Permits

The 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. **SELLER'S PERMIT:** By order of the CA Department of Tax & Fee Administration, you must possess a seller's permit if you are a non-food, new item vendor. The Town requires this permit be visible at all events. You may also provide a temporary seller's permit. Please see cdtfa.ca.gov for more information.
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 at Town sponsored events who report gross sales of \$500.00 or less to the state are not required to obtain an Apple Valley Business License (M.C. 5.02.040). **Therefore, if a vendor is expecting to report more than \$500.00 in gross sales, they must carry a business license.**

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 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 2023

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 prevents your participation.

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 tents or swap meet style booths. **(Inside Holiday Craft Fair vendors may not use canopies unless approved by the event coordinator.)**

A.V. Fire District Requirements

1. Open flame and devices capable of igniting combustible materials shall not be used in or adjacent to a temporary membrane structure, tent or canopy, unless otherwise approved. BBQ, etc. Exception: Operations such as warming of foods, which do not present an ignition hazard.
2. All **food** vendors are required to provide one (1) 2A-40-BC minimum rating fire extinguisher, currently serviced and tagged by a certified company and readily accessible.
3. For vendors requiring a kitchen fire extinguishing system (hood) – extinguishing system must be up to date on service and have a valid tag showing the same.
4. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.
5. Vendors where cooking is performed shall be separated from tents and canopies by a min. of 20 feet.
6. ALL canopies must be fire rated.
7. LP-Gas: Equipment such as tanks, valves, tubing and other related components shall be approved and in accordance with Article 82 and the Mechanical Code. LP-Gas containers up to 125-gallon water capacity shall be located outside tents and canopies a minimum of 5 feet. Container shall be adequately protected to prevent tampering, damage by vehicles or other hazards. If food is being prepared, canopy must be fire-rated.
8. Generators: Generators and other internal combustion power sources shall be separated from temporary membrane structures, tents, and canopies by a minimum of 20' and be isolated from contact with the public by fencing, enclosure or other approved means. Parked vehicles or internal combustion engines shall not be located within 20 feet of any canopies.

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.



FREEDOM FESTIVAL

2023 Retail Vendor

Town use only:
 BN: _____
 Contact: _____
 Space #: _____

Vendor Information—Please PRINT CLEARLY using black or blue ink

Name: _____
 Business Name: _____
 Mailing Address: _____
 City: _____ Zip: _____ Email: _____
 Phone: _____

- General Event Rules**
- All applicants selling new or handcrafted items, must submit a seller's permit.
 - There are no water hook ups or electrical access.
 - Payment is due 30 days before the event. At 2 weeks before, a \$10 late fee will apply and your space may not be guaranteed.
 - Cancellations: No refunds less than 30 days before the event.
 - Event set-up and space assignments are subject to change at any time.
 - **We reserve the right to accept applicants with similar or the same products for the same event.**
 - You may begin setup at 11am, no arrivals after 1 pm. Set up must be complete by 1:30pm. DO NOT pack up prior to 9pm.
 - We strongly encourage patriotic decorations.
 - All booth lighting must be off from 9-9:20pm for fireworks.
 - **Vendors must attend mandatory meeting.** You will not be allowed to participate in this event if a representative does not attend. Meeting will take place *Tuesday, June 20th* at Town Hall Council Chambers.
 - No smoking allowed anywhere on park property.



single 15' x 15' space \$90
 double 15' x 30' space \$150

Lenny Brewster Sports Center
 Park

Items Sold/ Information Provided

Provide a menu and price list for all items. You must notify the Event Coordinator of any additions or subtractions to this list prior to the event. The Town reserves the right to deny last minute changes, or request removal of items being sold that were not disclosed on the application. You may attach a menu if you prefer.

_____	_____
_____	_____
_____	_____
_____	_____

Number of Spaces:

Will you use an external generator?



Town use only:
 BN: _____
 Contact: _____
 Space #: _____

Recreation Department: aarnold@applevalley.org
 (760) 240-7000 X 7891 Fax: (760) 240-7887

Make checks payable to: Town of Apple Valley 14955
 Dale Evans Parkway Apple Valley, CA 92307

BUSINESS LICENSE: Vendors at Town sponsored events who report gross sales of \$500.00 or less to the state are not required to obtain an Apple Valley Business License (M.C. 5.02.040). Therefore, if a vendor is expecting to report more than \$500.00 in gross sales, they must carry a business license.

A PHOTOCOPY OF YOUR CURRENT BUSINESS LICENSE MUST BE ATTACHED. **Business License #:** _____

SELLER'S PERMIT: Attach a copy of your permit with this application. All event vendors selling NEW items MUST have a seller's permit, no exceptions. This is free of charge and is obtained through the CA Dept. of Tax and Fee Administration. The application can be completed at www.cdtfa.ca.gov or for more information please call (800) 400-7115.

RELEASE OF LIABILITY. I hereby release, indemnify, defend, and hold harmless the Town of Apple Valley, its elected and appointed officials, its officers, clients, employees, agents, and volunteers ("Released Parties"), from any and all liabilities, claims, demands or causes of action (including attorneys' fees) that Participants may hereafter have for injuries and damages arising out of participation in any activities held at Town facilities or as part of a Town recreation program including, but not limited to, losses caused by the acts or omissions of the Released Parties or of obvious or hidden defects or dangerous conditions in Town facilities or Town recreation programs. This release shall release the Released Parties from related activities not conducted on Town property, including travel and off-site activities.

ASSUMPTION OF RISK. I understand that use of Town facilities and recreation activities may involve risks and dangers to Participants that no amount of care, caution, instruction or expertise can eliminate. I expressly and voluntarily assume all risk of injury or illness to Participants from any activity held at Town Facilities or as part of Town recreation programs. The Town is not responsible for any loss, theft or damage to personal property or Town equipment, articles, or facilities while Participants use said equipment, articles and/or facilities. I am aware that special interest classes are conducted by independent contractors, not Town personnel.

I have read and understood the Event Vendor Requirements, Vendor Acceptance Policies, Fire and Health Department 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 may 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 Town of Apple Valley.

Sign Here: _____ **Date:** _____

Town use only:

Late fee applies 2 weeks prior to event

Event	# of spaces	Late Fee +\$10	Total Due	Total Paid	Date Paid	CK # CASH CC/ATM	Initial	Receipt #
FREEDOM FESTIVAL								

410-D Form Attached
 Business License Attached
 Seller's Permit Attached
 Added to Event Vendor Log
 Added to Food Vendor Database



HOLIDAY CRAFT FAIR

2023 Vendor

Town use only:
 Contact: _____
 Space #: _____
 Power: _____

Vendor Information—Please PRINT CLEARLY using black or blue ink

Name: _____
 Business Name: _____
 Mailing Address: _____
 City: _____ Zip: _____ Email: _____
 Phone: _____

General Event Rules

- **HANDCRAFTED ITEMS ONLY.** No mass produced or imported items.
- You must supply your own table(s) and chair(s)
- All applicants must submit a seller's permit within 30 days of the event.
- There are no water access and electrical access is limited.
- Payment is due 30 days before the event. At 2 weeks before, a \$10 late fee will apply and your space may not be guaranteed.
- Cancellations: No refunds less than 30 days before the event.
- Vendor space assignments are at the discretion of the Coordinator.
- **We reserve the right to accept applicants with similar or the same products for the same event.**
- **Set up details will be sent no later than one week before the event.**
- You must be set up by 8:30 am the day of the event. DO NOT pack up prior to 3pm.
- No bake sale items or beverages may be sold, except by approved food vendors.
- No smoking allowed anywhere on property.

HOLIDAY CRAFT FAIR



Nov 4 & 5
9am - 3pm

inside 10' x 7' space \$60
 (mandatory 2 days)
 outside 15' x 15' space \$20
 (per day)

Apple Valley Conference Center

Items Sold/ Information Provided

Provide a menu and price list for all items. You must notify the Event Coordinator of any additions or subtractions to this list prior to the event. The Town reserves the right to deny last minute changes, or request removal of items being sold that were not disclosed on the application. You may attach a menu if you prefer.

_____	_____
_____	_____
_____	_____
_____	_____

Number of Spaces:
 inside 10x7 _____
 outside 15x15 _____
 Do you need access to low-wattage power?

Recreation Department:

aarnold@applevalley.org
 (760) 240-7000 X 7891
 Fax: (760) 240-7887

Make checks payable to:

Town of Apple Valley
 14955 Dale Evans Parkway
 Apple Valley, CA 92307

Town use only:

Contact: _____

Space #: _____

Power: _____

BUSINESS LICENSE: Vendors at Town sponsored events who report gross sales of \$500.00 or less to the state are not required to obtain an Apple Valley Business License (M.C. 5.02.040). Therefore, if a vendor is expecting to report more than \$500.00 in gross sales, they must carry a business license.

A PHOTOCOPY OF YOUR CURRENT BUSINESS LICENSE MUST BE ATTACHED. **Business License #:** _____

SELLER'S PERMIT: Attach a copy of your permit with this application. All event vendors selling NEW items MUST have a seller's permit, no exceptions. This is free of charge and is obtained through the CA Dept. of Tax and Fee Administration. The application can be completed at www.cdtfa.ca.gov or for more information please call (800) 400-7115.

RELEASE OF LIABILITY. I hereby release, indemnify, defend, and hold harmless the Town of Apple Valley, its elected and appointed officials, its officers, clients, employees, agents, and volunteers ("Released Parties"), from any and all liabilities, claims, demands or causes of action (including attorneys' fees) that Participants may hereafter have for injuries and damages arising out of participation in any activities held at Town facilities or as part of a Town recreation program including, but not limited to, losses caused by the acts or omissions of the Released Parties or of obvious or hidden defects or dangerous conditions in Town facilities or Town recreation programs. This release shall release the Released Parties from related activities not conducted on Town property, including travel and off-site activities.

ASSUMPTION OF RISK. I understand that use of Town facilities and recreation activities may involve risks and dangers to Participants that no amount of care, caution, instruction or expertise can eliminate. I expressly and voluntarily assume all risk of injury or illness to Participants from any activity held at Town Facilities or as part of Town recreation programs. The Town is not responsible for any loss, theft or damage to personal property or Town equipment, articles, or facilities while Participants use said equipment, articles and/or facilities. I am aware that special interest classes are conducted by independent contractors, not Town personnel.

I have read and understood the Event Vendor Requirements, Vendor Acceptance Policies, Fire and Health Department 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 may 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 Town of Apple Valley.

Sign Here: _____ **Date:** _____

Town use only:

Late fee applies 2 weeks prior to event

Inside vendors:

Event	# of spaces	Late Fee +\$10	Total Due	Total Paid	Date Paid	CK # CASH CC/ATM	Initial	Receipt #
NOV 4 & 5 (2 DAYS MANDATORY)								

Outside vendors:

Event	# of spaces	Late Fee +\$10	Total Due	Total Paid	Date Paid	CK # CASH CC/ATM	Initial	Receipt #
NOV 4								
NOV 5								

 Business License Attached

 Seller's Permit Attached

 Added to Event Vendor Log

 Added to Food Vendor Database