



The Rotary Club of Thousand Oaks Street Fair

Sunday - October 20, 2019

Moorpark Road (between Hillcrest Drive and Wilbur Road)
Thousand Oaks, California

GENERAL INFORMATION:

Website: Thousand Oaks Rotary Street Fair /: / email: torotarystreetfair@msn.com

Voice Mail Messaging Center: (805) 378-5106.

Deadline to turn-in applications for the 2019 Rotary Street Fair is:

Saturday, October 12th, 2019 for Retail, Non Retail, Nonprofit & Political Vendors

Saturday, September 1th, 2019 for Food and Food related Vendors

STEP 1: KNOW THE GENERAL TERMS AND CONDITIONS FOR PARTICIPATION

- **IMPORTANT- SELLER PERMIT REQUIRED IF SELLING ITEMS (If not selling, no permit needed):** The California State Board of Equalization (BOE) requires that prior to being assigned a vendor space, vendors who sell tangible items/personal property subject to sales tax at events throughout California must obtain a seller's permit and pay sales tax on items sold. The permit is FREE and can be instantaneously received from the BOE web site. Failure to comply is punishable by fine and/or imprisonment. The Rotary Club of Thousand Oaks is required to obtain evidence of a permit from you which you fill in within the Street Fair application form. The Rotary Club is required to provide the BOE this evidence within 30 days of a BOE request. You can register for a "Temporary Seller's Permit" at <https://www.boe.ca.gov/>. **Refer to the Example on the Street Fair website for helpful instructions on how to complete the BOE permit application.** You may also visit a BOE office or call 800-400-7115 to register. Sellers are required by law to post the permit in their booths. *There are permit exemptions for certain "sellers". The exemption, if you qualify, must be noted on the Street Fair application form.* For information go to https://www.boe.ca.gov/info/temporary_sellers.htm
- **OFFICIAL HOTEL HOST SPONSOR:** Call (805) 497-3701 for special event rates or use this link: [Best Western Plus Thousand Oaks Inn](#)
- **FIRST-COME, FIRST-SERVED.** Vendors will be placed on a "First-Come, First-Served" basis. All final decisions on placement will be made by Rotary Street Fair Committee. Consideration will be given to returning vendors who submit their applications early with a check and meet insurance requirements. You are encouraged NOT to bring motor homes, large trucks or trailers. However, if you do be prepared to unload at a distance and cart your materials to the event. Only one vehicle is allowed to unload at a booth space at a time.
- **BRING YOUR OWN ITEMS:** You must provide your own canopy, tables, chairs, shades, water, and electricity. Certain sponsorship levels may include these items. *Generators are only allowed in certain spaces.*
- **FOOD:** Other than factory wrapped candies, no items ingested by mouth (bottled water or supplements included) may be offered without the following. For "Prepackaged" foods, submit **Form D** and either TFF-1 or TFF-2 with your booth fee. For "open or prepackaged to be opened for sampling" foods, submit **Form D** and TFF-1 with your booth fee. Vendors with an Annual TFF or Mobile MFF, use those instead of TFF-1 or TFF-2. **We are sold out for all food vendors!**
- **ANIMALS:** Animals in a booth require a Los Angeles Animal Control Inspection. Permit is NOT provided by Rotary.
- **STAY IN YOUR BOOTH SPACE:** Do not stray onto the street to sell items or hand out literature.
- **BOOTH FIT:** Booths MUST fit within their assigned space and heights are limited to 8 feet. We provide a 10'x10' space on the street. **We do not provide tables, chairs or canopies.**
- **UNOBSTRUCTED OPEN SPACES:** Empty spaces are located throughout the event for emergency/fire escape and may be used by corner booth vendors for viewing only, but no items may be placed in these spaces.

- **VEHICLES:** Vendors must park their vehicle where stated in the final instructions you will receive shortly before the event. Vendors will be allowed to drive into the fair area usually beginning at 7:00 or 7:30 am, unload and then park in the designated parking area before setting up your booth. Street access will close at 8:30 am. The safety of the other vendors, staff and attendees needs to be observed at all times.
- **ARRIVAL/DEPARTURE:** Arrival, staging, and set up times will be provide by your Vendor Section Coordinator. Disassembly must start immediately at 4:00 pm, loading completed 5:45 pm, and the street cleared by 6:00 pm, or risk traffic violation by Thousand Oaks Police Department.
- **MORE SPACE:** Contact yours section coordinator if you need an odd-sized space or to rent more space.
- **FAMILY FRIENDLY EVENT:** The Rotary Club of Thousand Oaks is committed to maintaining a family friendly environment at all of its events. Therefore, possession, sale, or use of alcohol, drugs, illegal substances, or weapons of any kind are inappropriate for this Family Friendly event and are prohibited (California Penal Code Section 417). The Rotary Club of Thousand Oaks reserves the right to eject vendors who do not comply with event rules or use loud or vulgar music or language in promoting their booths.
- **BREACH OF RULES:** If any vendor is found to be in breach any of the above rules, the vendor may be required to leave the Street Fair immediately, forfeit the booth space fee, and be barred from future registration.
- **FORCED CANCELLATION:** The event will go on as planned unless there are heavy rains, high winds, or other circumstances requiring postponement or cancellation. Vendors should be prepared for showers and light wind. If cancellation or postponement is necessary, notification will be made on our web site: [Thousand Oaks Rotary Street Fair](#). There will be no refunds. However, paid registration will apply toward the rescheduled day or carry over to next year's fair.
- **REFUNDS:** You may request a full refund of your booth fee anytime until four (4) weeks prior to the event. This request must be by e-mail or in writing.

STEP 2: IDENTIFY YOUR VENDOR SECTION AND APPLICATION FORM

<p>INS Forms</p>	<p>INSURANCE: Read the insurance statement on your application form to see if you are required to provide proof of insurance. If so, place your initials in the selected choice on the form and have your agent (or self-insured plan administrator) provide “both” a Certificate of Liability Insurance form and Designation form with information specified in the examples found on our website. Submit both with your vendor application or as soon as possible to avoid delays. <u>Insurance Coordinator:</u> Mario Diaz - Tel: 805-446-3303 / Email: diazins@aol.com</p>
<p>FORM A</p>	<p>RETAIL VENDORS (Sale of Goods/Products): <i>Examples:</i> Arts and crafts, boutiques, toys, clothing, electronics, (<i>prepackaged foods must use Form D</i>), grocery stores, and other retail or wholesale selling physical products or software out of a building, home, or website. NON-RETAIL VENDORS (Personal and Medical, Financial, Legal, Property Services): <i>Examples:</i> Personal and Medical Services such as face painting, schools for profit (swim, self-defense studios, tutoring services), gym and other club memberships, acupuncture and massage services, dog training, hospitals, clinics, doctors, dentists, veterinarians; Legal Services such as attorneys, private investigators, notary public; Financial Services such as banks, credit unions, financial planners; Home Improvement Services such as interior designers, architects, contractors, installers (filtration systems, alarms, solar installation, heating and air, storage solutions and containers), repair and maintenance (landscaping, home or pool cleaning, auto repair). <i>Note:</i> Medical equipment and Home Improvement “stores” are retail vendors. Also, this event is not strictly an “Art & Craft Fair” so you may be competing with a diverse spectrum of retail products. Spaces - Zone A (1-55), Zone B (1-44), Zone C (1-81) & Zone D (1-112): Booth spaces are on Moorpark Road. Booth spaces are 10'x10' square. Some spaces will have a median strip directly behind them. Fee: See form for fee. Retail and Non-retail Coordinator: Larry Baker E-mail: torotarystreetfair@msn.com NONPROFIT AND POLITICAL VENDORS: 10' x 10' booth spaces/canopies are accommodated in this section by pushing the canopies back onto the sidewalk deeply enough to keep the front legs of the canopy just above the front of the curb. Spaces - Zone A (SWW 1-31) & Zone B (SWE 1-49) Booth spaces are on the east and west sidewalks of Moorpark Road. Fee: See form for fee. The fee is higher for nonprofit vendors who offer more than one “article” for sale. Non-Profit/Political Coordinator: E-mail: John Bradley @ johnbradleywlv@cs.com</p>

FORM D	<p>FOOD VENDORS – Preparing/cooking food on site as well as <u>Pre-Packaged Food Vendors must use Form D!</u></p> <p>IMPORTANT: If your booth involves food (as described above), you must submit the Food Vendor Application Form D and fee. You must also submit the VCEHD Permit application and fee. Both forms, both fees, and both insurance verification documents must be submitted to the Rotary Club of Thousand Oaks no later than September 21st. Incomplete applications will not be accepted. Food booth spaces are 10' x 10' unless using a self-contained trailer/vehicle. The Health Department will inspect food booths on the day of the event to ensure forms and fees are correctly filed. No sinks, electricity or water hookups are being supplied. Food Vendor booths must be self-contained. We are sold out for all food vendors!</p> <p>Fee: See form for fee.</p> <p>Food Vendor Coordinator: Email: Michelle Nash @ michellemnash@yahoo.com</p>
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STEP 3: Complete and Submit Your Application Materials (attached)

IMPORTANT: If you wish to save your form after you fill it in, first save it to your hard drive as a blank form and then open it with Adobe Reader version 8 or higher. If you need an updated version of Adobe Reader, download one from <http://get.adobe.com/reader/>.

Complete “all” required information on your application form(s) with 1st, 2nd and 3rd choices since spaces fill up fast. *Spaces are awarded on a first-come, first-served basis.* Go to www.thousandoaksrotary.org to view a space map and space availability. Click the Events tab, the Street Fair, Street Fair Map or Space Availability links. Space confirmation will be sent by email shortly after your application is received and found to be complete with fees paid. Certain other important information will be sent to you **ONLY** by email, so **make sure SPAM does not block E-mails from torotarystreetfair@msn.com** or your coordinator’s email address. **Submit “all” registration materials (application form, check, proof of insurance if required) with two (2) business cards to the address indicated on your vendor application.** Final instructions about the day-of-event check-in, location, and more will be sent to you approximately two weeks before the event. If you have questions, please contact your Vendor Section Coordinator as indicated in the chart above.

STEP 4 - Payment Options: We accept Personal or Business checks, Money Orders or most Credit Cards/ Debit Cards using PayPal... www.paypal.me/TORotaryStreetFair

- * If you have a PayPal account you can pay for your Booth Space and Insurance if needed by going to your PayPal Account and send money to: torotarystreetfair@msn.com. *Please be sure to list your name and what you are paying for, i.e. Booth Space, Insurance, Sponsorship Fee, etc.*
- * Not have a PayPal account...we can invoice you through PayPal and you can pay using any credit card/debit card.

Once we receive your check, money order or PayPal notifies us of your payment, you will receive a conformation email from torotarystreetfair@msn.com with your booth space conformation.



Rotary Club of Thousand Oaks Street Fair

Sunday - October 20, 2019

FORM
A
Print Clearly

Deadline to sign-up is Saturday, October 12, 2019

RETAIL, NON RETAIL, NONPROFIT AND POLITICAL VENDORS ONLY

NOTE: All Food Vendors (those preparing/cooking food on site as well as all Pre-Packaged Food Vendors must use Form D

Vendor Contact Name: _____

Business Name: _____

Business Address: _____ City: _____ State: _____ Zip: _____

Contact Phone #: (____) _____ Fax: (____) _____

E-Mail: _____ Website: _____

Mark Your Selection in the Column to the Right (all booths are 10' x10')	Type	Fee	Select
Retail or Non Retail Vendors -- Individual/Sole Proprietors (Spaces A 1-55, B 1-44, C 1-81 & D 1-112)	If Center	\$185	<input type="checkbox"/>
	If Corner	\$205	<input type="checkbox"/>
Retail or Non-retail Vendors – Large or Part of Franchise or Chain (Spaces A 1-55, B 1-44, C 1-81 & D 1- 112)	If Center	\$260	<input type="checkbox"/>
	If Corner	\$285	<input type="checkbox"/>
Nonprofit or Political Vendors (All on sidewalks at SWW 1-31, SWE 1-49). <i>NOTE A: May collect donations, membership fees, sell raffle or event tickets, and offer "one" article for sale. NOTE B: Higher fee if offer more than "one" article for sale.</i>	See Note A	\$100	<input type="checkbox"/>
	See Note B	\$185	<input type="checkbox"/>

Will you be selling items? YES NO (If yes, **you must read the "Notice to Sellers" and complete the following.**)

Items being sold (if not listed may not be sold): _____

Seller's Permit#: _____ Driver's License# _____

Exemption, if applicable: Items not taxable, Occasional Sales, 6015 Retailer, 6018.3 Veteran

If food, do you have an Annual TFF? YES NO (If no, submit a TFF application and fee with this form and its fee.)

Generator: Will you bring one? YES NO (If yes it must be placed to avoid electric and gas fume hazards.)
(The only generator accessible booths are: **Zone A 46-55; SWW 1-31; SWE 1-49; Zone C 70-81; Zone D 85-112**)

Booth Space Request: 1st Choice _____, 2nd Choice _____, 3rd Choice _____
We strongly suggest you select a booth space after reviewing space availability at our Street Fair web site (thousandoaksrotary.org)

Check # _____. Make check payable to **Rotary Club of Thousand Oaks** or Invoice me using PayPal
Applications received within two (2) weeks of event must be accompanied by Cashier's Check, Money Order or PayPal

YOU MUST ANSWER THE FOLLOWING INSURANCE RELATED QUESTIONS

The Rotary Club of Thousand Oaks does **NOT** provide liability or property insurance coverage for vendors. Claims resulting from actions by a vendor or incidents related to a vendor's booth are the liability of that vendor.

Food: Will you provide food as described in the Terms and Conditions? YES NO (If yes, complete a VCEHD Permit)

Animals: Will an animal be in the booth? YES NO (If yes, a permit and inspection by LA Animal Control is required.)

Activity: Will you include rigorous recreational or sporting activity in your booth? YES NO

Chemicals: Will your booth include potentially hazardous chemicals, cosmetics? YES NO (Describe: _____)

If you answered "Yes" to one or more of the above questions, you are required to provide both a Certificate of Liability Insurance and a Designation form naming this club as additional insured. (The documents must include information specified in the attached examples or found at www.thousandoaksrotary.org). If you answered YES, select one:

____ (initials) I have attached the documents and completed them accurately as directed in the examples.

____ (initials) I have attached a separate check for \$75 payable to "Rotary Club of Thousand Oaks" to purchase insurance.

Signature: _____ Date: ____/____/____

Please Print Name Neatly: _____

I have read and agree to comply with the terms and conditions for participation.

Please include two (2) of your business cards along with your application. Submit ALL material to:
PO Box 1225, Thousand Oaks, CA 91358 / Fax: 805 520-3082 / E-mail: torotarystreetfair@msn.com