



The Rotary Club of Thousand Oaks Street Fair

Sunday - October 15, 2017

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

GENERAL INFORMATION: www.thousandoaksrotary.org. Contact: Voicemail at 805-378-5106, or for faster response by email at rotarystreetfair@msn.com.

General Information call: Christal Doyle at: 818-207-4870 / benefits@kingandcradle.com

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: <http://book.bestwestern.com/bestwestern/priceAvail.do?disablenav=true&suppressSSLPopup=true&propertyCode=05651&promoCode=STREETFAIR>
- **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 A 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.
- **ANIMALS:** Animals in a booth require a Los Angeles Animal Control Inspection. Permit 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.
- **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 6:30 or 7:00 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 5:30 pm, and the street cleared by 5:45 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 Street Fair Message System (805-378-5106) and on our web site www.thousandoaksrotary.org. 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

INS Forms	<p><u>INSURANCE:</u> 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. Insurance Coordinator: Mario Diaz - Tel: 805-446-3303 / Email: diazins@aol.com</p>
FORM A	<p><u>RETAIL VENDORS (Sale of Goods/Products):</u> Examples: Arts and crafts, boutiques, toys, clothing, electronics, prepackaged foods, grocery stores, and other retail or wholesale selling physical products or software out of a building, home, or website. <u>NONRETAIL VENDORS (Personal and Medical, Financial, Legal, Property Services):</u> Examples: 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). Note: 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 Nonretail Coordinator: Larry Baker E-mail: torotarystreetfair@msn.com</p> <p><u>NONPROFIT AND POLITICAL VENDORS:</u> 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: Voicemail 805-378-5106, or email for faster response rotarystreetfair@msn.com.</p>
FORM B	<p><u>FUN ZONE ACTIVITY FOR YOUTH: IMPORTANT:</u> Contact the coordinator <u>before</u> filling out the application. Fee: See form for fee. Fun Zone Coordinator: E-mail: torotarystreetfair@msn.com</p>
FORM C	<p><u>COMMUNITY SERVICE VEHICLES: IMPORTANT:</u> Contact the coordinator <u>before</u> filling out the application. Space assignments, instructions and support will be provided directly by the coordinator of this vendor area. Fee: See form for fee. Community Service Vehicle Coordinator: Paul Dryman -Tel: 805-371-1264 E-mail: Paul@info-decision.com</p>
FORM D	<p><u>FOOD VENDORS: IMPORTANT:</u> Contact the coordinator <u>before</u> filling out the application. 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. <u>Both forms, both fees, and both insurance verification documents must be submitted to the Rotary Club of Thousand Oaks no later than September 1.</u> 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. Fee: See form for fee. Food Vendor Coordinator: Voicemail at 805-378-5106, or for faster response by email at rotarystreetfair@msn.com.</p>

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/>. *You may find when opening this application in Windows 10 that the form fields don't allow you to enter data. This may be a problem with the Windows 10 browser (Microsoft Edge) and Adobe Reader compatibility. If that occurs try opening the application packet with the Google Chrome browser or right clicking on the link and "save target" to your desktop.* **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.

Revised: 10/16/16



Rotary Club of Thousand Oaks Street Fair

Sunday - October 15, 2017

RETAIL, NONRETAIL, NONPROFIT AND POLITICAL VENDORS ONLY

FORM

A

Print Clearly

Revised 2/5/16

Vendor Contact Name: _____
 Business Name: _____
 Business Address: _____ City: _____ State: _____ Zip: _____
 Phone: (____) _____ Cell: (____) _____ Fax: (____) _____
 E-Mail: _____ Website: _____

Mark Your Selection in the Column to the Right (all booths are 10' x10')	Type	Fee	Select
Retail or Nonretail Vendors -- Individual/Sole Proprietors (Spaces A 1-55, B 1-44, C 1-81 & D 1-112)	If Center If Corner	\$185 \$205	<input type="checkbox"/> <input type="checkbox"/>
Retail or Nonretail Vendors – Large or Part of Franchise or Chain (Spaces A 1-55, B 1-44, C 1-81 & D 1- 112)	If Center If Corner	\$260 \$285	<input type="checkbox"/> <input type="checkbox"/>
Nonprofit or Political Vendors (All on sidewalks at SWW 1-31, SWE 1-49). <u>NOTE A:</u> May collect donations, membership fees, sell raffle or event tickets, and offer “one” article for sale. <u>NOTE B:</u> Higher fee if offer more than “one” article for sale.	See Note A See Note B	\$100 \$185	<input type="checkbox"/> <input type="checkbox"/>
Will you be selling items? <input type="checkbox"/> YES <input type="checkbox"/> 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: <input type="checkbox"/> Items not taxable, <input type="checkbox"/> Occasional Sales, <input type="checkbox"/> 6015 Retailer, <input type="checkbox"/> 6018.3 Veteran If food, do you have an Annual TFF? <input type="checkbox"/> YES <input type="checkbox"/> NO (If no, submit a TFF application and fee with this form and its fee.)			
Generator: Will you bring one? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes it must be placed to avoid electric and gas fume hazards.) <i>(The only generator accessible booths are: Zone A 46-55; SWW 1-31; SWE 1-49; Zone C 70-81; Zone D 85-112)</i>			
Booth Space Request: 1 st Choice _____, 2 nd Choice _____, 3 rd Choice _____ <i>We strongly suggest you select a booth space after reviewing space availability at our Street Fair web site (thousandoaksrotary.org)</i>			
Check #_____. Make check payable to Rotary Club of Thousand Oaks. <i>Applications received within two (2) weeks of event must be accompanied by Cashier’s Check or Money Order</i>			

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: torotariystreetfair@msn.com



Rotary Club of Thousand Oaks Street Fair

Sunday, October 15, 2016

FUN ZONE VENDORS ONLY

FORM
B
Fun Zone
Print Clearly

Voice Mail: 805 378-5106 / E-mail: torotariystreetfair@msn.com

Revised 2/5/16

Vendor Contact Name: _____

Business Name: _____

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

Phone: (____) _____ **Cell:** (____) _____ **Fax:** (____) _____

E-Mail: _____ **Website:** _____

Please Select the Activities You Will Provide			
<input type="checkbox"/> Balloon Artist	<input type="checkbox"/> Face Painting	<input type="checkbox"/> Obstacle Course or Climbing Tower	<input type="checkbox"/> Project Activity
<input type="checkbox"/> Dunking Tank	<input type="checkbox"/> Jolly Jump	<input type="checkbox"/> Petting Zoo	<input type="checkbox"/> Slide
<input type="checkbox"/> Other (describe): _____			
Will you be selling items? <input type="checkbox"/> YES <input type="checkbox"/> 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: <input type="checkbox"/> Items not taxable, <input type="checkbox"/> Occasional Sales, <input type="checkbox"/> 6015 Retailer, <input type="checkbox"/> 6018.3 Veteran If food, do you have an Annual TFF? <input type="checkbox"/> YES <input type="checkbox"/> NO (If no, submit a TFF application and fee with this form and its fee.)			
Generator: Will you bring one? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes it must be placed to avoid electric and gas fume hazards.) <i>(The only generator accessible booths are: Zone A 46-55; SWW 1-31; SWE 1-49; Zone C 70-81; Zone D 85-112)</i>			
Booth Space Needed: _____ feet long _____ feet wide _____ feet high			
Enclosed Check# _____ payable to Rotary Club of Thousand Oaks: <input type="checkbox"/> \$195 fee for Standard Single Activity <input type="checkbox"/> \$250 fee for two activities <div style="color: red; text-align: center; font-weight: bold;">☞ Applications received within two (2) weeks of event must be accompanied by Cashier's Check or Money Order ☜</div>			

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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: _____

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 PO Box 1225, Thousand Oaks, CA 91358 Fax: 805 520-3082 / E-mail: torotariystreetfair@msn.com

Rotary Club of Thousand Oaks Street Fair



Sunday, October 15, 2016

COMMUNITY SERVICE VEHICLES ONLY

**Before submitting the application, contact the
Community Service Vehicle Coordinator, Paul Dryman**

Tel: 805-371-1264 E-mail: Paul@info-decision.com

FORM

C

**Comm Service
Vehicles**

Print Clearly

Revised 2/5/16

Vendor Contact Name: _____

Business Name: _____

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

Phone: (____) _____ Cell: (____) _____ Fax: (____) _____

E-Mail: _____ Website: _____

Please Select the Appropriate Vendor Section and Provide Other Needed Information

- Public Safety Vehicle
- Oversized vehicle from either the Retail, Nonretail, Commercial, Nonprofit, or Political categories
- Other (describe): _____

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)

Space Needed for Vehicle or Trailer: _____ feet long _____ feet wide _____ feet high

Booth Fee: In most cases there will be no fee. Please contact the Community Service Vehicle Coordinator to determine if a fee applies. If so, indicate: Check# _____ in the amount of \$ _____ payable to Rotary Club of Thousand Oaks is enclosed.

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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: _____

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Rotary Club of Thousand Oaks Street Fair Sunday - October 15, 2016

FOOD VENDORS ONLY

Before submitting the application, contact the Food Vendor Coordinator, Voice 805-378-5106

Email: rotarystreetfair@msn.com.

FORM

D

Food Vendors
Print Clearly

Revised 6/13/16

Vendor Contact Name: _____
Business Name: _____
Business Address: _____ City: _____ State: _____ Zip: _____
Phone: (____) _____ Cell: (____) _____ Fax: (____) _____
E-Mail: _____ Website: _____

Please Provide the Following Information

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)

Check one: Food Booth (10' x 10' space) Food Truck (Truck length is ____ ft, width is ____ ft.)

Please go to www.thousandoaksrotary.org, click on Events tab, follow links to Food Vendor for most updated permits.

Permit Instructions: I have read the Ventura County Environmental Health Department TFF Instruction and Fee Schedule.

Enclosed TFF-1 Permit: For open and/or prepackaged food that will be open for sampling.

Enclosed TFF-2 Permit: For prepackaged food, beverages, or produce that will not be open for sampling.

Enclosed Annual TFF or MFF Permit # _____ (if provided by VCEHD)

Current Permit: I am not using an old permit. I have downloaded the most current permit from the VCEHD website.

Enclosed is my Food Booth Fee: Check# _____ for \$ 295 or Money Order payable to Rotary Club of Thousand Oaks.

Enclosed Special Event TFF Operator Application Fee: Check# _____ Payable to VC Environmental Health Department.

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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:

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____ (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. Include two (2) business cards, Form D, the appropriate TFF and insurance form. ALL must be received by September 1 at PO Box 1225, Thousand Oaks, CA 91358, Fax: 805-520-3082, Email: torotarystreetfair@msn.com.