



2017 ORANGE COUNTY BLACK HISTORY CULTURAL FAIRE

Saturday, February 4, 2017

Anaheim Center Street Promenade
Downtown Anaheim

VENDOR INFORMATION

APPLICATION DEADLINE – DECEMBER 31, 2016 (food) / JANUARY 7, 2017 (non-food)

Due to limited space availability, you are encouraged to secure your space as soon as possible. A space is only reserved upon payment of fees and completion of required application, and paperwork. All Vendor booths will be assigned on a first come basis and assignment will be confirmed by Jan. 21st. All fees are non - refundable

**THE FOLLOWING DISCOUNT IS OFF THE VENOR APPLICATION FEE
WHEN IT IS RECEIVED BY THE FOLLOWING DUE DATE**

\$25 off by August 1, 2016 \$15 off by September 1, 2016 \$10 off by October 1, 2016

APPLICATIONS AFTER OCTOBER 1st WILL BE AT FEE FULL COST

Information Vendor Booth (non-profit)	\$150.00
Information Vendor Booth (commercial)	\$175.00
Profit Booth / Product Vendor	\$200.00
Food Vendors (non-profit) <i>proof of status required by Health Department</i>	\$300.00
Food Vendors (commercial pre-package)	\$406.00
Food Vendors (commercial)	\$458.00

Each Vendor space will be provided with one covered booth (10' x 10') with one (1) table and two (2) chairs. Vendors must provide their own table covering and any other table or chairs needed. **NO ELECTRICITY WILL BE AVAILABLE**

THE CITY OF ANAHEIM REQUIRES A SELLER'S PERMIT FOR ALL VENDORS SELLING ANYTHING. If you are a vendor that will be selling anything then you must have a seller's permit and a **copy must be submitted with your application paperwork for the Faire.**

If you need a permit then you can get a TEMPORARY SELLER'S PERMIT on-line from the State Board of Equalization. <http://www.boe.ca.gov/> Form BOE-400-SPA **California Seller's Permit Application - the address for the temporary permit for the event is 205 W. Center Street Promenade, Anaheim, CA 92805-3911**

ALL VENDORS - will need to submit **VENDOR APPLICATION**, and **VENDOR RELEASE FORM**

NON-PROFIT FOOD VENDORS need additional forms - LETTER OF INTENT, NON-PROFIT PROOF, HEALTH PERMIT FORM, and a SELLER'S PERMIT. **Non-Profit proof of status must meet Health Department requirements.**

COMMERCIAL FOOD VENDORS need additional forms - OPERATION SPECIFICATIONS, TEMPORARY FOOD FACILITY, and a SELLER'S PERMIT. **Commercial Food Vendors must meet the Health Department requirements.**

FOOD VENDORS ALL REQUIRED PAPERWORK MUST BE SUBMITTED WITH APPLICATION
Please return all the required documents with your application to the Orange County Heritage County by the deadline due date not to the County of Orange Health Care Agency.

NON PROFIT VENDORS - your 501 (c)(3) Tax Exempt Status for your organization should be current

APPLICATION DEADLINE – DECEMBER 31, 2016 (food) / JANUARY 7, 2017 (non-food)

Vendor's Copy



2017 ORANGE COUNTY BLACK HISTORY CULTURAL FAIRE

VENDING POLICY

Vendor's Copy

COOPERATION AGREEMENT: I agree to abide by all of the rules governing my participation in the 2017 Black History Culture Faire Event. **I understand that the event will take place RAIN or SHINE.**

APPLICATION & FEES: All required paperwork and fees **are due into OCHC no later than the deadline due date.** All fees are **NON-REFUNDABLE.** The space assignment will be on a first come basis. The booths will be assigned to the Business name on the application.

SELLER'S PERMIT: The city of Anaheim requires a SELLER'S PERMIT for Vendors selling anything. Please obtain Temporary Seller's Permit on your own & submit a copy with Faire Application. *(If applicable)*

VENDORS PRODUCTS: CANNOT USE the event name *37th Orange County Black History Parade & Cultural Faire* our motto: *The Legacy Never Ends...New Vines Grow from Strong* or the theme whether in the long version: *"Cultivated by Excellence in...the Arts, Athletics, Economics, Education, Service, Health and Community Involvement"* or the short version: *"The Legacy Cultivated in Excellence"*

FLYERS: ABSOLUTELY NO FLYERS CAN BE DISTRIBUTED ALONG PARADE ROUTE. Vendors are restricted to only the area immediately in front of their booth to distribute materials and display their products. We want to avoid illegal vending, prevent unnecessary maintenance of the grounds, and discourage others from taking advantage of the patrons at the CULTURAL FAIRE.

NO ELECTRICITY WILL BE AVAILABLE Each Vendor space will be provided with one covered booth (10' x 10') with one (1) table and two (2) chairs. Vendors must provide their own table covering and any other table or chairs needed.

EVENT SECURITY: During the Event, we utilize staff and other private, non-uniformed security personnel. Please be mindful and use sound judgment in displaying your merchandise and valuables, especially cash. Please do not jeopardize or compromise your safety and the safety of our patrons.

UNLOADING, SETUP & OPENING: Vendors are allowed to unload **the morning of the Event from 7:00am to 9:00am.** Vendors should open promptly at **10:00am.** If you arrive after 9:00am you must park and cart your goods to your space before 9:30am. Please arrange to bring your own carts and dollies to transfer your equipment and products to your booth. If you do not arrive within the setup time frame, you will not be permitted to participate in the event for the day and you will forfeit all fees paid. **ALL vehicles must be removed from the Faire area by 9:00am. Please unload and then immediately move your vehicle.**

CLEANUP: Tidiness and a tranquil environment for our vendors, performers, staff and patrons is what we strive for. Vendors are responsible for the area within a ten-foot radius of their space. Trash bags will be available through our maintenance staff.

CLOSING/BREAKDOWN: All Vendors are to close promptly at **4:00pm.** All Food Vendors are required to stop cooking at **3:30pm.** All Fried Food Vendors must remove their own oil. **NO VEHICLE WILL BE ALLOWED IN THE FAIRE AREA FOR RELOADING UNTIL THE AREA IS CLEARED BY SECURITY WHICH IS ABOUT 45+ MINUTES AFTER THE EVENT ENDS.** If you need to leave the area before then you will need to cart your things to your parked car.

APPLICATION DEADLINE – DECEMBER 31, 2016 (food) / JANUARY 7, 2017 (non-food)

Vendor's Copy



2017 ORANGE COUNTY BLACK HISTORY CULTURAL FAIRE
VENDOR APPLICATION

FOOD VENDORS DEADLINE: December 31, 2016
NON-FOOD VENDORS DEADLINE: January 7, 2017

PRINT CLEARLY

Business Name: _____

Address: _____

City: _____ **Zip:** _____

Description of product or services: _____

Contact Person: _____

Day Phone: _____ **Evening Phone:** _____

Cell Phone: _____ **Fax:** _____

E-mail: _____

Alternate Contact Person: _____

Phone: _____ **Email:** _____



All fees are non - refundable Fees are per each booth space

Please return all the required documents with application to OCHC by deadline due date

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SELLER'S PERMIT - Vendors without one must obtain a Temporary Seller's Permit on their own
THE CITY OF ANAHEIM REQUIRES A SELLER'S PERMIT FOR VENDORS SELLING ANYTHING

Signature of Vendor: _____

Make **check / cashier check / money order** payable to: *Orange County Heritage Council*

MAIL TO:

Orange County Heritage Council
Attention: Vendor Booth
P.O. BOX 29037
Santa Ana, CA 92799

\$35 fee for any returned checks

===== **For Office Use Only** =====

Date Received: _____ Discount: Y / N Amount Paid: \$ _____ Initials: _____



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VENDOR APPLICATION RELEASE FORM

The undersigned, _____, (herein known as the "Vendor") hereby exercises his/her freewill in providing services as a SELF-EMPLOYED VENDOR AND NOT AN AGENT OR CONTRACTOR for the Orange County Heritage Council (herein known as the "OCHC").

The Vendor will perform this service at the Orange County Black History Cultural Faire (herein known as the "Event") to be held February 4, 2017.

The Vendor understands and agrees that no payment shall be made to the Vendor, his/her assigns, heirs, successors, and or agents for the services rendered on behalf of the OCHC, Anaheim Center Street Promenade and the City of Anaheim.

The Vendor hereby releases the OCHC, Anaheim Center Street Promenade and the City of Anaheim from any and all liability, claims or cause of actions from above mentioned, assigns, heirs, successors, and/or agents for any cause arising out of connection with the Vendor's services to the Event or arising out of participation.

The undersigned specifically understands that no verbal agreement made by any representative of the OCHC, Anaheim Center Street Promenade and the City of Anaheim can negate the conditions in this written agreement.

The undersigned specifically understands and agrees that this release extends to claims, which he or she does not know or suspect to exist in his or her favor at the time of signing this acknowledgement and release.

Print Name of Vendor

Shedrick Collins
Orange County Heritage Council President

Signature of Vendor

Darcel Davidson
OCHC Vendor Coordinator

Date

COOPERATION AGREEMENT: I read the **VENDING POLICY** and agree to abide by all of the rules governing my participation in the Orange County Black History Culture Faire Event. **I understand that the event will take place RAIN or SHINE.**

Signatures: _____