



2020 ORANGE COUNTY BLACK HISTORY CULTURAL FAIRE

Saturday, February 1, 2020

*205 West Center Street Promenade
Downtown Anaheim*

VENDOR INFORMATION

APPLICATION DEADLINE – DECEMBER 31, 2019 (food) / JANUARY 7, 2020 (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 all paperwork. All Vendor booths will be assigned on a first come basis and all assignments will be confirmed via email. All fees are non – refundable. After deadline date, will need to call to check availability of non-food vendor space.

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

**\$25 off by August 1, 2019 \$15 off by September 1, 2019 \$10 off by October 1, 2019
APPLICATIONS AFTER OCTOBER 1st WILL BE AT FEE FULL COST**

Information Vendor Booth (non-profit)	\$175.00
Information Vendor Booth (commercial)	\$200.00
Profit Booth / Product Vendor (sale of items/products) <i>Anaheim require Seller's permit</i>	\$250.00
Food Vendors (non-profit) <i>proof of status required by Health Department</i>	\$350.00
Food Vendors (commercial) <i>must meet Health Department requirement, Health fee included</i>	\$550.00

Each Vendor space will be provided with one canopy 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 Cultural Faire.**

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

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

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

COMMERCIAL FOOD VENDORS need also 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 and fee to the Orange County Heritage Council by the deadline due date and NOT to the County of Orange Health Care Agency.

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

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VENDING POLICY

Vendor's Copy

COOPERATION AGREEMENT: I agree to abide by 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.**

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. If applicable, please obtain a free Temporary Seller's Permit on your own & submit a copy with your Faire Application.

VENDORS PRODUCTS: **CANNOT USE** the event name *40th Annual Orange County Black History Parade & Cultural Faire* or any part of our motto: *"The Legacy Never Ends...New Vines Grow from Strong Roots"* *"Cultivated by Excellence in...the Arts, Athletics, Economics, Education, Service, Health and Community Involvement"* or the short version: *"The Legacy Cultivated in Excellence"* or any part thereof.

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 canopy 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 can unload **the morning of the Event from 7:30am to 9:00am.** **Vendors should open at 10:00am.** If you arrive after 9:00am you must park and cart your goods to your booth space. 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 may 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 to allow others to be able to get in and unload as well.**

CLEANUP: Tidiness and a tranquil environment for our vendors, performers, staff and patrons is what we strive towards. Vendors are responsible for the area within a ten-foot radius of their space. Trash bags are 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 30 plus MINUTES AFTER THE EVENT ENDS.** If you need to leave the area before vehicles are permitted, then you will need to cart your things to your parked car.

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Vendor's Copy



2020 ORANGE COUNTY BLACK HISTORY CULTURAL FAIRE
VENDOR APPLICATION

FOOD VENDORS DEADLINE: December 31, 2019
NON-FOOD VENDORS DEADLINE: January 7, 2020

PRINT CLEARLY

Business Name: _____

Address: _____

City: _____ Zip: _____

Description of product or services: _____

Contact Person: _____

Cell Phone: _____ Alternate Phone: _____

Email: _____

Alternate Contact Person: _____

Cell Phone: _____ Alternate Phone: _____

Email: _____



Vendor Authorized Representative Signature: _____

All fees are non – refundable. Fees are per each booth space

Please return all required documents with application to OCHC on or before deadline due date, after the deadline date, if available the only booth space would be for a non-food vendor.

Information Vendor Booth (non-profit)	\$175.00 []
Information Vendor Booth (commercial)	\$200.00 []
Profit Booth / Product Vendor (sale of items/products) <i>A Seller's permit required by Anaheim</i>	\$250.00 []
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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

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 1, 2020 at 205 Center Street Promenade in Downtown Anaheim.

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 Downtown Association Center Street Promenade and the City of Anaheim.

The Vendor hereby releases the OCHC, Anaheim Downtown Association Center Street Promenade and the City of Anaheim from any 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 Downtown Association 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 the rules governing my participation in the Annual Orange County Black History Culture Faire Event. **I understand that the Event will take place RAIN or SHINE.**

Signatures: _____

Return with Application