ORANGE COUNTY
HERITAGE COUNCIL

Orange County Black History Parade Unity Festival

205 West Center Street Promenade, (Downtown) Anaheim 92805-3911

Always First Saturday in February

10:00 AM – 4:00 PM

EVENT YEAR:_____

VENDOR APPLICATION

Business Name: _____
Mailing Address: _____
City / State / Zip: _____
Retail / Service Description: _____
Contact Person: _____
Telephone: _____ **Email:** _____
Alternate Contact Person: _____
Telephone: _____ **Email:** _____

Authorized Vendor Representative: _____

BOOTH TYPE & PRICE
(each booth)

- ✓ All Fees Are Non-Refundable
- ✓ All booths are assigned on a PAID first-come basis in open spaces.
- ✓ All required documents must be submitted with application
- ✓ The City requires a Seller's Permit for vendors selling anything
- ✓ Vendors cannot use any part of the event's name, theme, motto, or hosting organization's name

☐ $200 – Information Only Vendor
☐ $300 – Retail Sales Vendor ***A Seller's permit is required if selling anything.***
☐ $400 – Food Vendor (10X10) ***TFF fees included, must provide your own setup, netting, etc. for your booth.***
☐ $600 – Food Vendor (10X20) ***Setup same as above and with booth and cooking space.***
☐ $700 – Food Truck/Trailer (up to 20 feet) ***required footage:_____***
☐ $750 – Food Truck/Trailer (over 20 feet) ***required footage:_____***

PAYMENT METHODS

- ✓ All payments must reach us on or before the deadline.
- ✓ Submit payment receipt with application
- ✓ Indicate business name on payment

☐ **VENMO:** OrangeCountyHeritageCouncil
☐ **CashApp:** $OCHeritageCouncil
☐ **PayPal:** Orange County Heritage Council
☐ **Check:** Payable To: Orange County Heritage Council
Mail To: Attention Vendor / P.O. Box 29037 / Santa Ana, CA 92799

VENMO CASH App PAYPAL

In the electronic payment include the Business name & submit receipt with application

OFFICIAL USE ONLY

Date Rec'd	Date Paid:	Amount Confirmed:	Confirmation sent Initials:

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VENDOR INFORMATION

FEES & DEADLINES:

- **All fees are per booth space and are non-refundable. The event will take place rain or shine**
- **ONLY reach out for participation confirmation if you have not received confirmation within 2 weeks AFTER you have provided proof of payment of your fees.**
- **Any submission received after the deadline will NOT be confirmed to participate.**
- **Deadline** for all **non-food vendors is Jan 7th**
- **Deadline** for all **food vendors is Dec 15th** (REVIEW FOOD VENDORS PARTICIPATION BELOW)

INFORMATION & RETAIL BOOTH SPACE:

- If anything is missing, you will be notified and placed on a pending wait list. Once everything is received, then you will be confirmed and moved to the participation list if space is still available.
- **All Booth spaces are assigned on a PAID first-come basis,** therefore if you want to be next to a friend's booth then their application & fees should be submitted around the same time as yours.
- **The Booth spaces are limited and is reserved ONLY upon receiving the application and proof of vendor fees paid.** If additional space is desired it must be requested at the same time.
- **All vendors** who have confirmation to participant **will receive the setup details and directions via email two weeks before the event.**
- **All Non-Food booth** space will be **provided with a canopy** (10x10) **booth, a table and 2 chairs. No electricity will be available.** Only a silent generator with prior approval may be used.

REQUIRED DOCUMENTS: ** no exceptions*

1. *** Seller's Permit: all vendors selling anything must have a California seller's permit.** A free Temporary Seller's Permit may be obtained from the State Dept. of Equalization at **https://www.boe.ca.gov/**. Be sure to use the event address on the seller's permit application.
2. **Health Permit Application (TFF):** All food vendors must complete and submit the Health Permit Application that is part of the Temporary Food Facility (TFF) packet (page 3). Request the TFF package via email at **BlackHistoryParadeVendor@gmail.com.**
3. **Operation Specifications (TFF):** All food vendors must complete & submit both pages. Operational Specifications is part of the Temporary Food Facility (TFF) packet (pages 5-6).
4. **Out of County form:** Needed by food vendors. **If applicable & also any other Health permits.**
5. **501 (c) (3) Tax Exempt Status: ONLY FOR ALL NON-PROFIT FOOD VENDORS.** You must provide proof that status is current as required by the Health Department.

FOOD VENDORS: AFTER DEC. 15th ADDITIONAL HEALTH DEPARTMENT LATE FEE WILL BE DUE

- ✓ **Submit the Vendor Application and all required Health Department paperwork to participate as a food vendor. Submit fees at time of application submission.**
- ✓ **Do not email for status.** You will get confirmation when your application & fee are verified.
- ✓ **All FOOD BOOTH VENDORS must provide their own setup - canopy, table & chairs.**
- ✓ **SEE REQUIRED DOCUMENTS. YOU MUST PROVIDE THE MESH NETTING FOR BOOTH.**
- ✓ **FOOD VENDORS MUST BRING THEIR OWN FIRE EXTINGUISHER. NO EXCEPTIONS!**

ALL VENDORS: Must submit the following paperwork with application

- ✓ Seller's Permit *(if applicable)*
- ✓ **Submit receipt proof of all electronic payment fees with application.** *(no exceptions)*

CONTACT INFORMATION:

Please submit all applications, paperwork, and questions to…

Email: **BlackHistoryParadeVendor@gmail.com**
Phone: [714] 579-9966

VENDOR COPY