



PALOS VERDES
STREET FAIR
& MUSIC FESTIVAL



June 8 & 9, 2019

VENDOR BOOTH APPLICATION

**Palos Verdes Peninsula Chamber of Commerce
4040 Palos Verdes Drive North, Suite 205
Rolling Hills Estates, CA 90274**

Welcome to the 32nd Annual Palos Verdes Street Fair & Music Festival!

We're pulling out all the stops to make this one the best-ever, and we invite you to join us this year. We're committed to making the application and participation process for you – our fantastic vendors – easier than ever.

Eligibility

The Fair is open to artists, crafters, retailers, nonprofits, food and commercial vendors. This is a juried show, designed to present a variety of vendor categories and prices.

- **Entries are reviewed as they are received.** Spaces will be assigned by the Chamber.
- Application does not guarantee acceptance into the event.
- Applications will be reviewed on a rolling basis and you will be notified as quickly as possible after we receive your completed application. No need for you to call....we can review and process your application a lot faster if calls are minimized!

Space Fees

We've got some great changes for you this year. We've eliminated the Application Fee AND we've eliminated the late fee too! Even better, if you submit your application before April 30, you'll receive special early bird savings...DEDUCT \$100 from the prices listed below!!

Most spaces are 10' x 10'. We'll assign the spaces. All you have to do is specify a Premium or Basic location. Premium spaces are noted in RED on the attached map. There is a section on the application for you to tell us about any special requests.

	<i>Basic</i>	<i>Premium</i>
<i>Arts and Crafts</i>	\$450	\$500
<i>Local Nonprofit</i>	\$500	\$550
<i>Boutique Retail</i>	\$550	\$600
<i>Commercial</i>	\$1225	\$1325
<i>Food</i>	\$1425	

DEDUCT \$100 FROM THE PRICES LISTED ABOVE IF YOU APPLY BEFORE APRIL 30!!

Do you want **MAXIMUM EXPOSURE?**

➔ Upgrade to an end space for an additional \$200 (only 19 available)

Do you want **A CANOPY RENTAL PACKAGE?**

➔ Rent a canopy, table, and two chairs for \$350 additional.

Do you want **ELECTRICITY?**

➔ Get your booth wired up for \$100. Electricity option limited to certain areas. See map.

Note: Bring your own extension cord! We recommend 50'.

YOUR INPUT!!

While the Chamber of Commerce will assign booth spaces, we welcome your input and special requests. Please use the comment section on the application to submit your booth preferences. We will do our best to accommodate your requests – sign up early as requests will be processed on a first come, first served basis.

A venue map is attached. Please note that Row B are all double-sided booths – meaning they are open on both sides. Be sure to tell us if you want Row B OR if you do NOT want to be placed in Row B.

Application

Submit the following:

- Completed Application – Submit all pages 5 – 13.
- Four photos of your product / booth display (food vendors: include menu)
- Payment in full (Mail a check or include a signed credit card authorization form)

By Mail:

Palos Verdes Peninsula Chamber of Commerce
4040 Palos Verdes Drive North, Suite 205
Rolling Hills Estates, CA 90274

By Email:

streetfair@palosverdeschamber.com

Confirmation: Applications will be reviewed as they are received and decisions will be made on a rolling basis. You will be notified as quickly as possible after we receive your completed application. Space assignments, load-in instructions, and a final venue map will be sent approximately two weeks before the Fair.

An application made is an application paid. This means that as soon as your application is accepted, your payment will be processed. **NO REFUNDS.** If your application is not accepted, your payment will not be processed. Remember, we eliminated the processing/application fee this year!

If you have any questions about the application process, please email us at streetfair@palosverdeschamber.com -- please refrain from calling the Chamber directly as we have limited staff to answer phones.

Initial & Date

Palos Verdes Street Fair 2019

“The Fine Print”

Hours: With the exception of food vendors, all other vendor booths must be open for business from 10am to 6:30pm on both days. Food vendors are required to remain open for the entirety of the event: 10am to 10pm on Saturday, June 8 AND 10am to 9pm on Sunday, June 9.

Display Requirements: All display and business interaction with customers must be conducted within the vendor’s pre-assigned 10’ x 10’ space.

You are responsible for providing your own canopy, tables, chairs and display pieces. (Canopy rental package including canopy, chairs, and table available for \$350, must be ordered prior to **May 31, 2019**). If you are bringing your own canopy/easy-up, please bring sandbags or weights to hold down the canopy. The venue may get windy in the afternoon and we do not supply sandbags/weights for any canopies not rented through us.

Courtesy to other Vendors: Participants are not allowed to: hinder or interfere with another vendor’s ability to display and sell: including loud music, use of a bullhorn or “hawking”, blocking the pedestrian walkway either visually or physically, standing outside your 10x10 booth area, or any other hindrances; sell items other than what was juried and accepted; sell firearms, ammunition, drugs or drug paraphernalia, or items with lewd or vulgar content; or sell goods or services from another vendor. Violators will be expelled from the Fair and booth rental and other fees will not be returned.

Electricity: A limited number of spaces have access to electricity. Be sure to include this request in your application. The fee is \$100 and will provide shared 110v electricity within 50’ of your space. You will need to bring your own commercial grade extension cord along with duct tape / gaffer’s tape to securely tape down the cord.

Set-up and Parking: You will receive your space assignment, load-in instructions, and venue map via email approximately two weeks prior to the event. All vendor vehicles must be unloaded and immediately removed from the Fair venue prior to booth set-up. All vehicles must be removed from the venue by 9:30am Saturday and Sunday.

*****NEW THIS YEAR: FRIDAY NIGHT LOAD-IN.** Friday Night Load-In is encouraged for any vendors who would like to set up early. Friday night load-in will be available from 6pm to 9pm. Saturday morning load-in will be available from 6am to 9am. Please indicate your preference on the application.

Initial and Date

All Food Vendors in the Food Court Area are required to load-in on Friday evening between 6pm and 9pm.

Public parking for the event (Saturday and Sunday) is provided at nearby Peninsula High School. There are some limitations at the high school on Sunday due to the Farmer's Market; signs will be posted. Please note that overnight parking at Peninsula High School is strictly prohibited. Vendors are responsible for adhering to all local parking regulations.

Security: Overnight security is provided to monitor the venue. Participant's property is left at participant's individual risk. The Palos Verdes Peninsula Chamber of Commerce assumes no liability for lost, stolen or damaged property.

Insurance: Upon acceptance to the Fair, all participants are required to provide the Palos Verdes Peninsula Chamber of Commerce with a certificate of insurance. Details attached.

Participants are responsible for their own liability, theft and workers compensation insurance.

Business License: All Fair vendors are required by the City of Rolling Hills Estates to have a current business license. If you do not have a current Rolling Hills Estates business license, please remit an additional **\$39** with your application and we will handle all the paperwork for you. (The Business License Fee for 501c(3) nonprofit organizations is \$4.) Again, this is a requirement from the City of Rolling Hills Estates.

Other Regulations: Participants are responsible for their own licenses and permits. Sales tax collection and payment to the State of California is the responsibility of the participant. All vendors are required to follow the municipal code and laws of the City of Rolling Hills Estates, the County of Los Angeles and the State of California.

SPECIAL INFORMATION FOR FOOD VENDORS (including prepackaged food vendors):

Any vendor selling ANY food item (including prepackaged goods) are REQUIRED BY LAW to obtain a Los Angeles County Health Department Permit. Permits can be obtained from the Los Angeles County Department of Health located at 20221 Hamilton Avenue, Torrance, CA 90502. Phone: 310-965-8900. Office hours are Monday through Friday 8am to 4pm. Health permit applications submitted less than 14 calendar days prior to the start of the event will be subjected by the County to an expedited processing fee, equal to the greater of \$50.00 or 25% of the permit fee. Fees must be paid upon submission of the application. Payment must be made at the local Health Department office by Check, Cashier's Check, Cash or Money Order. CREDIT CARDS ARE NOT ACCEPTED. For a schedule of fees, go to <http://www.publichealth.lacounty.gov/eh/docs/Events/EventFeeSchedule.pdf>

Initial and Date

All Food Vendors are required to submit a copy of their LA County Health Department Permit to us at: streetfair@palosverdeschamber.com

Tear-down and Clean-up: Participants are expected to remain open for business until 6:30pm. However, vendors are welcome to stay open as late as you'd like. Plan on providing lighting if you decide to stay open throughout the evening. Food vendors ARE expected to remain open until 10pm Saturday and 9pm Sunday.

Event Security staff will determine when it is safe for cars to enter the venue. Therefore, you should plan to cart out any merchandise or display materials should you wish to leave starting at 6:30pm.

Participants are responsible for clean-up of their space. Trash receptacles are provided within the venue. Dumping of any sort (oils, grease, coals, trash, etc.) onto streets, sidewalks or drains is prohibited.

FOOD VENDORS: A security deposit of \$150.00 is required from all Food Vendors in the event there is dumping near your booth. You are required to remit a separate \$150.00 check payable to: Palos Verdes Peninsula Chamber of Commerce. This check will be shredded after the event if your area is clean and there is no nearby dumping of trash, oils, left over food, etc. Otherwise, your security deposit will be used for site clean up.

Promotion: Participants are expected to promote the Fair to your followers. Share your excitement about being a part of this amazing event and everyone benefits! **#pvstreetfair** Vendors who post and tag us will be entered into a drawing for a special prize. And we will REPOST your posts for added publicity for you!

Thanks for reading through "The Fine Print". We know you share our desire to have a safe, fun and profitable Fair for all our wonderful vendors and Fair goers!

Again, for any questions please email us at streetfair@palosverdeschamber.com and we will respond as quickly as possible!

Initial and Date

IMPORTANT INSURANCE INFORMATION

All Vendor Participants (no exceptions) must provide the Palos Verdes Peninsula Chamber of Commerce with a Certificate of Liability Insurance with the following criteria:

General Liability:	\$1,000,000 per occurrence \$2,000,000 aggregate
Commercial Automobile:	\$1,000,000 Combined Single Limit
Insurer Rating:	AM Best Rating of no less than A- VII

The following entities will need to be named as additional insured:

Palos Verdes Peninsula Chamber of Commerce
4040 Palos Verdes Drive North, Suite 205
Rolling Hills Estates, CA 90274

And

Garfield Consultants
Robin Garfield
2213A Farrell Ave.
Redondo Beach, CA. 90278

- Do not submit your certificate until you have received approval from the jury.
- **All certificates must be submitted to the Palos Verdes Peninsula Chamber of Commerce no later than May 31, 2019.**

Should you need insurance coverage for the event, we have included for your convenience links to purchase vendor insurance. Note that you are free to use the provider of your choice. This does not constitute the Chamber's endorsement of any broker or insurer.

<https://www.actinsurance.com/>
<http://bit.ly/2EDRL5S>

Initial and Date

Vendor Application



Business Name (include DBA):

Your Name:

Address:

City: State Zip

Day Phone Cell Phone

Email

Website

Category (check one)

- Artisan or Crafter - handmade by YOU the artisan/exhibitor, original product you created
- Local nonprofit, civic or government agency
- Boutique Retailer – an individual proprietor/exhibitor who is reselling products purchased/consigned from someone else (including handmade products)
- Commercial – examples include home improvement, financial services, vacations, chain stores, telecommunications, health clubs, etc.
- Food

Initial and Date

EARLY BIRD PRICING!! DEDUCT \$100 IF YOU APPLY BEFORE APRIL 30th!!

	<i>Standard</i>	<i>Premium</i>
<i>Arts and Crafts</i>	\$450	\$500
<i>Local Nonprofit</i>	\$500	\$550
<i>Boutique Retail</i>	\$550	\$600
<i>Commercial</i>	\$1,225	\$1,325
<i>Food</i>	\$1,425	

Booth Price

Add \$200 for End Space (only 19 Available)

Add \$100 for Electrical access

Add \$350 for Canopy Rental Package

Add \$39 for RHE Business License

OR Add \$4 for RHE Business License if you're a Nonprofit

***Deduct* \$100 if applying before April 30!!**

Total Due

Reminder: Food Vendors must remit a separate Security Deposit of \$150.00 by check.

Describe the products and/or services you plan to sell. Food vendors please include a menu. Include price range.

Please include Four Photos of your merchandise and booth display.

Initial and Date

Comments: Here’s where you can specify any and all booth preferences!

Note that Row B booths are double-sided – open on two sides. Please indicate if you would like a double-sided booth OR if you do NOT want a double-sided booth:

APPLICATION CHECKLIST

- Application completed in full (pages 5 - 13)
- Four good quality photos (not returned) / menu for food vendors
- Payment (check or signed credit card authorization)
- I have read the “Fine Print” and agree to comply with all event rules and municipal regulations
- I have read the “Important Insurance Information” page and agree to submit compliant insurance certificates within the deadline
- If I do not comply with the event regulations, I understand that I may be removed from the event without recourse or refund
- I would like to Load-In on Friday night between 6pm and 9pm
- I would like to Load-In on Saturday morning between 6am and 9am

Name of Authorized Participant _____

Signature of Authorized Participant _____

Date Submitted _____

Send completed applications to the Palos Verdes Peninsula Chamber of Commerce:

By Mail: Palos Verdes Peninsula Chamber of Commerce
4040 Palos Verdes Drive North, Suite 205
Rolling Hills Estates, CA 90274

By Email: streetfair@palosverdeschamber.com



CREDIT CARD AUTHORIZATION

Please complete all information below to pay by credit card.
Application will not be reviewed and processed without payment in full.

Payment/Authorization Information

Type of Card:
Name on Card
Card Number
Security Code
Expiration Date

Amount Authorized

Cardholder Billing Information

Company Name

Cardholder Name

Billing Address

City

State

Zip

Phone #

Email Address (for Credit Card Receipt)

Authorized Signature _____

Date _____