



Application Deadline: 6/16/17

12th Annual Fair Oaks Chicken Festival

September 16th, 2017

Village of Fair Oaks Saturday

10:00am to 6:00pm

Application Information

Business Name:

Contact Name:

Address:

City: _____ **State:** _____ **Zip:** _____

Work Number: _____ **Cell Number:** _____ **Fax Number:** _____

Email Address: _____ **Web Address:** _____

Vendor Category Description

Company: Vendors in this category are defined as a business that offers tangible products or services for purchase. This category also includes those that are recognized by CA BOE as 6015 retailers or Qualified Itinerants. If you are selling multiple product lines you are required to purchase a booth space for each product.

Craft: Vendors in this category are limited to hand-crafted original work items. **IF YOU DID NOT MAKE IT YOURSELF, YOU ARE NOT CONSIDERED A CRAFT VENDOR.**

Non-Profit: Vendors in this category are limited to non-profit organizations for the express purpose of distributing and disseminating information and educational material. Distribution of water or food is not permitted. Any applicant applying to participate in the festival as a non-profit must provide evidence of their non-profit status. A non-profit is defined as one of the following:

- A corporation incorporated pursuant to the Nonprofit Corporation Law that is exempt from taxation and can show proof with a 501(c)3 form from the Internal Revenue Service.
- An organization that was organized and is in operation for charitable purposes and meets the requirements of Section 214 of the Revenue and Taxation Code.

Detailed Product Description

List & describe the items you propose to sell. Please be very specific and attach a separate sheet if necessary.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Images Required: Please include at least three photos of your items with your applications. Images will NOT be returned.

Event Fees

Craft 10' by 10' Booth.....\$150	Craft 10' by 20'.....\$300	_____
Company 10' by 10' Booth.....\$200	Company 10' by 20'.....\$400	_____
Non-Profit 10' by 10' Booth.....\$75	Corner/End Booth Space \$25	_____
Late Fee (rcvd after 6/17/16).....\$30		

Total Amount Due Upon Acceptance

Application Checklist

Your application will be considered only if the following items are complete:

- Sign and complete the entire application
- Enclose three images with your application (if applicable)
- Completed BOE 410-D form
- Proof of Non-Profit status (if applicable)

Complete application will need to be sent by appropriate deadline to be considered for participation. Incomplete applications will not be considered. Please do NOT include payment. Upon acceptance payment will be due within two weeks.

Submission of Application

Please send your completed application, description and images (if required) to:

Fair Oaks Recreation and Park District
 Attention: Fair Oaks Chicken Festival
 4150 Temescal St.
 Fair Oaks, CA 95628



Note: E-mail & faxed applications will NOT be accepted, no exceptions.

Waiver

All vendors must have an approved application on file with the Fair Oaks Recreation and Park District to share, sample, or sell products and/or information with the public within the event footprint. In consideration for being permitted by the above District to participate in the above activity(ies), I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity(ies). This release is intended to discharge in advance the above District (its officers, employees, and agents) from any and all liability arising out of or connected in any way with my participation in said activity(ies), even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding by my heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of my death or any injury or property damage that I may sustain while participating in the said activity(ies).

Signature: _____

Printed Name: _____

Date: _____

Acceptance to Event

Submittal of application and previous participation does not guarantee acceptance into the event. After screening, vendor will receive notification of acceptance and total booth fees due to Fair Oaks Recreation and Park District (FORPD). Upon acceptance Vendors will have two (2) weeks to submit payment in full and proof of insurance or booth space will be forfeited.

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Applications received by 6/16/17 will be considered for acceptance to the Fair Oaks Chicken Festival and will receive confirmation on or before 7/1/17. Any applications received after 6/16/17 but before 8/26/17 may be considered for acceptance to Fair Oaks Chicken Festival. Applications received after the 6/16/17 deadline will need to include a \$30 late application fee. Late applicants will receive confirmation notice after application is processed and complete.

Hours of Operation

The Vendor agrees to remain open for business between the hours of 10:00am-6:00pm on Saturday. All Vendors will agree to remain open for the duration of the event hours.

Set-Up Operations

Accepted vendors will receive a confirmation packet prior to the event with detailed load in and set up instructions.

General Policies

Failure to abide by all rules and regulations, as well as specific instructions, provided in the confirmation packet will result in forfeiture of acceptance to all future FORPD events. This includes attitude and demeanor to all FORPD staff, directors, agents, employees and volunteers.

Vendor agrees to conduct its business in a manner likely to enhance the success of the Fair Oaks Chicken Festival and the reputation of FORPD. Shall FORPD determine that the Vendor is acting in a manner detrimental to the Fair Oaks Chicken Festival, FORPD may expel the Vendor from the Fair Oaks Chicken Festival, and the Vendor shall forfeit its entry fee.

The Vendor agrees to not sell or distribute merchandise that includes the event logo, the term "Chicken Festival", or any other likeness associated with our event without prior written consent of FORPD.

No food sales will be allowed unless you have been added to the Health Permit and accepted to the event as a food vendor.

FORPD does not guarantee exclusivity to any Vendor, nor has the Vendor relied upon any representation or guarantee of FORPD regarding the revenues to be generated by the Vendor.

Vendors and their personnel shall not consume or use alcoholic beverages or other drugs at any time during the event or prior to the completion of all performances under this application.

Weather

This event is a rain or shine event. There are no refunds due to weather. Typically September is a hot month and booth may be located on asphalt. Vendor is required to provide own shade tent if desired.

Refunds

Written cancelation is required for a refund. Refund will only be granted if and when booth space can be filled, less a \$25.00 processing fee. Refunds will not be issued for the Fair Oaks Chicken Festival if the Vendor is dismissed, booth spaced is forfeited, or Vendor is in violation of any of the Terms and Conditions.

Product

Vendor agrees to only offer the approved items in application. The selling of unapproved items may result in dismissal from the Fair Oaks Chicken Festival and you will not receive a refund. FORPD reserves the right to limit your approved items.

Insurance

Craft, Company and Non-profit Vendors, upon acceptance, may be required to obtain a copy of General Liability Insurance naming FORPD as additionally insured, for a minimum of \$1,000,000 per occurrence. Additional Insured Endorsement must name the Fair Oaks Recreation and Park District, its directors, agents or employees are included as additionally insured.

Booth Requirements

If the Vendor's application is accepted, the Vendor will be assigned a space within the Fair Oaks Chicken Festival area. Locations are not guaranteed and are made at the discretion of the festival organizers. All items, equipment and materials **MUST** fit inside purchased booth space. No items will be allowed to be positioned outside of the approved area.

Sidewalks, walkways and throughways need to remain clear of items for safety.

TWO (2) 10x10 booth spaces will need to be purchased if product does not fit within 10x10 booth space

Vendors are required to supply their own tents, tables and chairs. Failure to comply will result in removal from event.

The Vendor will be solely responsible for the appearance of its space. The Vendor shall maintain its space in a neat, clean and sanitary condition during the Fair Oaks Chicken Festival. Each Vendor will be required to recycle and dispose of all trash produced by their operation - as directed by FORPD. Specific maintenance operations will be provided to all Vendors at the Event.

Corner/End Booth Space

The 12th Annual Fair Oaks Chicken Festival has created a new layout based on Sacramento Metro Fire Regulations. Vendors can request a corner/end booth for a fee of \$25.00. Spaces are first come first serve by date application is received, availability, and booth size (ex. 10x10 or 10x20).

Vendor must request a corner/end booth space at time of application submittal. Booth requests will not be approved after application has been submitted to the Fair Oaks Chicken Festival Vendor Selection Committee.

Dismissal from Event

Vendor may be dismissed or removed from the Fair Oaks Chicken Festival if found to be in violation of any Terms and Conditions.

In the event the Vendor is dismissed from the Fair Oaks Chicken Festival, they will be asked to vacate booth space immediately, take all belongings and will not be allowed to participate onsite for the

Sound Restrictions

Vendor agrees to not have amplified sound of any type within booth. Vendor with amplified sound may be asked to vacate space and will not receive a refund.

Booth Security

The Vendor will be solely responsible for any items left overnight in booth space. FORPD is not responsible for any items lost, stolen or damaged in booth space. This includes, but is not limited to, vendor product, tents, tables, chairs, signs, and decorations. All tents should be shrunk down to its lowest level and all merchandise removed.

Parking

Vendors will be sent clear directions on all parking requirements prior to the start of the event in the confirmation packet. All vehicles will be directed as to the proper procedures allowed for parking. Remote parking may be necessary and Vendors will need to plan accordingly. Vendor's vehicles will **NOT** be allowed in pedestrian areas until after closing time and permission from a representative from FORPD is given. Failure to abide by these rules will result in dismissal from event and forfeiture of acceptance to future FORPD events.

Photos

Vendors agree to allow FORPD to take pictures of booth and product during the event, with no additional compensation. Photos may be used in future promotional materials.

Confirm Agreement to ALL Terms and Conditions as outlined in Application

Initial HERE

**SWAP MEETS, FLEA MARKETS, OR
SPECIAL EVENTS CERTIFICATION**

People who sell merchandise in California are generally required to hold a seller's permit.

You **may not** sell at this event unless you have a seller's permit or are not required to hold a permit. You are required to have a permit if you are selling, even temporarily, new or handcrafted items or used items you purchased for the purpose of reselling to others. You are not required to hold a permit if you are only making "occasional" sales, selling products that are not taxable when sold at retail, or selling on behalf of a section 6015 retailer.

You may electronically register for seller's permit at no cost to you by visiting our website at www.boe.ca.gov. To find a Board of Equalization (BOE) office near you, call our Customer Service Center at 1-800-400-7115 (TTY:711) or visit our website. If you obtain a temporary seller's permit, the business address on your temporary permit should be the address of the temporary selling location and the mailing address should be your permanent place of business or residence.

Occasional and Nontaxable Sales—Occasional sellers are usually people who are not required to hold a seller's permit because they will not be making a series of qualifying sales. A person who has cleared their garage of used items *accumulated for their own use* and who sells *only* those items would usually qualify as an occasional seller, provided they make sales no more than twice in a 12-month period. Some sellers who make only nontaxable sales are also not required to hold seller's permits. Examples include sellers of fresh produce or other cold food products sold "to go." Please note, however, some food sales are taxable, including sales of food for consumption in places where admission is charged.

Section 6015 Retailers—Revenue and Taxation Code section 6015 relieves certain individuals of the requirement to obtain a seller's permit when: (1) the product supplier is a BOE approved section 6015 retailer, (2) the product supplier reports and pays tax on the actual "retail selling price," (3) the individual is selling only those items purchased from the section 6015 retailer, and (4) the individual provides the name of the product supplier. Typical section 6015 retailers include multi-level marketing retailers that solicit sales through a network of individual salespeople/representatives (for example, Avon, Tupperware).

Verification of a seller's status is required by law. Please complete all four sections of this form. Please print.

1. EVENT INFORMATION

EVENT NAME AND PLACE

EVENT DATE(S)

TABLE/BOOTH/LOCATION ID#

2. VENDOR/EXHIBITOR INFORMATION

OWNER'S NAME

MAILING ADDRESS (*street number or P.O. box*)*(city, state and zip code)*

TELEPHONE NUMBER

()

DRIVER LICENSE NUMBER OR STATE ID NUMBER AND STATE

TYPE OF BUSINESS, DESCRIPTION OF ITEMS TO BE SOLD/DISPLAYED

3. STATUS—*Check appropriate boxes, and provide requested information*

- I hold a valid seller's permit. My number is: **S** _____
- No sales of tangible personal property are being made or solicited at this event.
- I am not required to hold a seller's permit because:
- My retail product sales are not subject to tax My sales are exempt occasional sales
- I sell on behalf of a section 6015 retailer _____

4. CERTIFICATION—*Partners/additional sellers, complete a separate copy of this form*

The above statements are certified to be correct to the best knowledge and belief of the undersigned.

NAME (*typed or printed*)

TITLE

SIGNATURE

DATE

See reverse for disclosure information.

CLEAR**PRINT**

Privacy Notice

This is not a request for you to provide information. This is an informational notice according to the requirements of the Information Practices Act (Civil Code §1798.17). No action is required.

We ask you for information so that the BOE can administer the state's tax and fee laws. The BOE will use the information to determine whether you are paying the correct amount of tax and to collect any amounts you owe. You must provide all information requested, including your social security number (used for identification purposes [see Title 42 U.S. Code sec.405(c)(2)(C)(i)]). A list of authorized agencies, among others, who the BOE may disclose information to, and a complete list of the California Revenue and Taxation Codes is available on our website at www.boe.ca.gov/pdf/boe324gen.pdf, then scroll to the second page.

What happens if I don't provide the information?

If your registration information is incomplete, the BOE may not issue your permit, certificate, or license. If you do not file complete returns, you may have to pay penalties and interest. Penalties may also apply if you do not provide other information the BOE requests or that is required by law, or if you provide fraudulent information. In some cases, you may be subject to criminal prosecution.

In addition, if you do not provide the requested information to support your exemptions, credits, exclusions, or adjustments, they may not be allowed. You may owe more tax or fees or receive a smaller refund.

Can anyone else see my information?

Your records are covered by state laws that protect your privacy. However, the BOE may share information regarding your account with specific state, local, and federal government agencies. The BOE may also share specific information with companies authorized to represent local governments.

Under some circumstances, the BOE may release the information printed on your permit, certificate, or license, such as account start and closeout dates, and names of business owners or partners, to the public. When you sell a business, the BOE may give the buyer or other involved parties information regarding your outstanding tax liability.

With your written permission, the BOE can release information regarding your account to anyone you designate.

Can I review my records?

Yes. Requests should be made in writing to your closest BOE office. A complete listing of BOE locations can be found at www.boe.ca.gov. Additional information regarding your records can be found in publication 58-A, *How to Inspect and Correct Your Records*. For a copy of this publication, go to www.boe.ca.gov or call the Customer Service Center at 1-800-400-7115 (TTY:711), Monday through Friday, 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays. If you need more information, you may contact the BOE's Disclosure Officer at 1-916-445-2918 or by writing:

Disclosure Officer, MIC:82
State Board of Equalization
PO Box 942879
Sacramento, CA 94279-0082

Who is responsible for maintaining my records?

The officials listed below are responsible for maintaining your records.

Sales and Use Tax Department

Board of Equalization
Deputy Director, SUTD, MIC:43
PO Box 942879
Sacramento, CA 94279-0043
1-916-445-1441

Property and Special Taxes Department

Board of Equalization
Deputy Director, PSTD, MIC:63
PO Box 942879
Sacramento, CA 94279-0063
1-916-445-1516