



Moorpark Country Days ~ Street Fair Vendor Information

The Moorpark Chamber of Commerce, Rotary Club's of Moorpark, Ventura County Sheriffs Dept., Moorpark Women's Fortnightly Club, High Street Arts Center, American Legion, Kiwanis Club of Moorpark, Lions Club and the City of Moorpark are pleased to present Moorpark Country Days 2011, featuring Moorpark's Premier Parade and Street Fair. We invite you to participate in this fun family celebration.

GENERAL INFORMATION:

Event date is Saturday, October 1, 2011.

The event will take place on Historic High Street between Moorpark Ave. and Spring Rd. in Moorpark.

The parade begins at 10:30 a.m. The street fair runs 10:00 a.m. to 4:00 p.m.

Admission is free to the public.

APPLICATIONS AND CONFIRMATION:

Completed and signed application forms, along with entry fees and insurance documentation can be mailed to:

Moorpark Chamber of Commerce
c/o Moorpark Country Days
18 E. High St. • Moorpark, CA 93021

Make entry fee checks payable to Moorpark Chamber of Commerce.

Registrations are on a first-come, first-serve basis until all spaces have filled.

No spot will be assigned until all FEES and PAPERWORK have been turned in.

All vendors will receive an information packet approximately ten days prior to the event. Packets will include site maps, parking instructions, booth assignments and any special notices.

AMENITIES:

Booth spaces are 12' x 12' for one 10' x 10' canopy. No storage is available to vendors.

VENDORS must supply their own tables, chairs, canopies, wind weights, displays, signs, receipts, cash bank, change, etc. There are **NO SUPPLIES** available from organizers.

Parking for vendor vehicles will be available in a designated lot. Once you enter these spots you will not be able to leave until 4:00 p.m. **NO EXCEPTIONS!**

Portable toilet facilities will be available for use by vendors and the general public.



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Limited electrical access is for an additional fee. (Outlets are standard 120 volt with maximum 5 amp draw. \$50 each; maximum of 2.)

Vendor check-in will be on Saturday from 7 to 9 a.m. Vendors may not check-in or begin set-up prior to or after this time. Set up **MUST** be completed by 10 a.m.

Clean-up and removal of booths and exhibits will begin at 4 p.m. Clean up must conclude by 5 p.m. The Country Days Committee does not accept any liability for missing or damaged items.

LIABILITY INSURANCE REQUIREMENT FOR VENDORS:

Food and attraction vendors must have a minimum of \$1,000,000 general liability insurance coverage. Moorpark Chamber of Commerce and the City of Moorpark **MUST** be named as additional insured.

A current certificate of insurance (such as ACORD25-S) and additional insured endorsement must be included with this application. Please note that a certificate only is **NOT** sufficient. A separate endorsement (such as ISO form CG 20 26 or CG 20 11) is required.

Vendors with employees must also provide a copy of their worker's compensation insurance.

Vendors who do not carry insurance may purchase insurance by completing the form on the back of the vendor application. The fee is \$100 for all vendors. Please include insurance payment with your application.

EVENT CANCELTION AND EXCLUSION FROM EVENT:

This event is subject to inclement weather. The Country Day Committee reserves the right to cancel the event under extreme weather conditions and will not accept any responsibility for goods damaged due to inclement weather. No rain date will be scheduled. In order to maintain the integrity and family atmosphere of our event, The Country Day Committee reserves the right to exclude any vendor on the day of the event. Vendors displaying offensive or vulgar signs, display, or any other materials will be removed from the event. Please be aware that refunds and/or credits for vendor fees are **NOT** available.

Vendors **MUST** stay within their assigned spaces. **NO** street distribution is permitted.



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Contact Information

If you have any questions regarding the event
info@moorparkchamber.com
Call 805.529.0322

TEMPORARY FOOD FACILITY REQUIREMENTS PROCEDURES FOR FOOD VENDORS

There have been changes to procedures – PLEASE READ!

Only food vendors with proper health permits may have food at their booth all others will be asked to remove food items.

Vendors are solely responsible for complying with health code requirements. Violations of the health codes may result in closure by the County. Country Days is not responsible in the event of vendor closures.

You must supply your own 3-compartment sink; NO SINK will be available on-site.

Vendors must submit a completed TFF application (attached) with a check for health applicable fees to The Moorpark Chamber of Commerce with their application, **ABSOLUTELY NO LATER than SEPTEMBER 9, 2011. DO NOT SUBMIT TO ENVIRONMENTAL HEALTH.**

A copy of Health Certification for at least one attendee **MUST** also be included.



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MOORPARK COUNTRY DAYS 2011 STREET FAIR BOOTH APPLICATION

Business/Organization Name: _____

Contact Person: _____

Address: _____

City / State / Zip: _____

Phone: _____ Email: _____

PAYMENT INFORMATION:

Booth Fee – Application & Fee Due by Sept. 16 \$ _____

Food Vendors, Attractions, Businesses, and Commercial Vendors: \$250

Moorpark Chamber Members \$125

Arts and Crafts Vendors and Non-profit Organizations: \$100

After September 16, 2011, add \$75 for all entry fees

Additional Booth Space or Attraction \$ _____

Number of spaces/attractions: _____ @ \$50 each

Electrical Access \$ _____

Number of outlets: _____ @ \$50 each (maximum 2)

Insurance \$ _____

\$100 for all vendors without their own coverage

TOTAL AMOUNT DUE: \$ _____

Check or Money Order Enclosed
(Make Payable to Moorpark Chamber of Commerce)

We can also accept your credit card. Visa MasterCard AMEX

Card Number _____ Name on Card _____

Expiration Date _____ CVC _____ Signature _____

Billing Address: _____



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COMPLETED APPLICATIONS and FEES MUST BE RECEIVED ON OR BEFORE SEPTEMBER 16, 2011 OR YOU WILL INCUR A LATE FEE OF \$75.

Please indicate booth category (mark one):

- Food Booth (all food and beverage items)
- Attractions (including inflatables and rides)
- Business
- Service or Non-Profit Organization
- Commercial Vendor
- Arts and Crafts Vendor

Purpose of Booth: Sales/Promotion Community Outreach
 Other: _____

List all sales items, literature, services, and activities (please be specific):

Food Vendors: A maximum of two vendors will be permitted to sell each food item. Vendors will **NOT** be allowed to sell any item not listed. Beverage sales are **NOT** exclusive. Alcohol sales and glass containers are prohibited.

Sales items, services and activities for which a fee will be charged	Flyers, pamphlets, and other information to be distributed Free Item, Activities, or Services
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.

ABSOLUTELY NO FOOD OR BEVERAGE ITEMS WILL BE PERMITTED FOR SALE OR GIVE AWAY UNLESS APPROVED BY COUNTRY DAYS VENDOR COORDINATOR.

MAIL COMPLETED APPLICATION, INSURANCE DOCUMENTS (if required), & FEES TO:
Moorpark Chamber of Commerce
c/o Moorpark Country Days
18 E. High St. • Moorpark, CA 93021



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HOLD HARMLESS

I, the undersigned, and on behalf of all members, employees, volunteers, and all other persons associated with the above referenced business or organization, am voluntarily participating in Country Days. I understand that such participation does not establish or imply an employer-employee or an agency relationship with Moorpark Chamber of Commerce, A nonprofit organization and the City of Moorpark. Participation in this activity and hereby **AGREE TO DEFEND, INDEMNIFY, HOLD HARMLESS, RELEASE AND FOREVER DISCHARGE** Moorpark Chamber of Commerce and the City of Moorpark, from any and all acts of negligence and all claims and demands whatsoever, which the undersigned, any third person, or any persons acting under their behalf, have or may have against Moorpark Chamber of Commerce or the City of Moorpark, by reason of any accident, illness, injury to or death of any person or persons, or damage to or loss or destruction of any property arising or resulting directly or indirectly from participation in Moorpark Country Days and occurring during said participation, or any time subsequent thereto. The terms of this release will serve as a release and assumption of risk for my heirs, executors and administrators and for all of my family members. I, the undersigned, realize that all fees are non-refundable. I understand that this is an outdoor activity and that the Moorpark Chamber of Commerce and the City of Moorpark will not accept any responsibility for goods damaged due to inclement weather. The Moorpark Chamber of Commerce and the City of Moorpark do not provide insurance coverage of any kind for any event participant. The Moorpark Chamber of Commerce and the City of Moorpark strongly recommend that appropriate insurance be obtained by each participant. I, the undersigned, in consideration of the request and permission to participate in Moorpark Country Days, hereby assume full responsibility for all risk of injury or loss that may result from my participation. I, the undersigned, grant to the Moorpark Chamber of Commerce and City of Moorpark at their discretion and free of charge, permission to use still photography of myself or my organization members and/or employees participating in Country Days for the purpose of publicizing said event. I understand that the Moorpark Chamber of Commerce and the City of Moorpark reserve the right to approve or reject any application. I further agree to abide by all terms and conditions as outlined above and in the vendor information packet.

Signed: _____ Date: _____

Print Name: _____ Title: _____

For questions contact 805.529.0322 or info@moorparkchamber.com



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Street Fair Vendor Check List

- Event Fees
- Booth Application & Information Forms
- Certificate of Insurance & Additional Insured Endorsement
OR Insurance Fee
- Signed Hold Harmless Form
- Application Agreement Signature Page

Food Vendors Must Also Include

- Health Certification TFF application
- Booth Information Form