

PALM SPRINGS WESTFEST & RODEO

VENDOR APPLICATION



APPLICATION DEADLINE: December 15, 2010 (Show is March 24-27, 2011)

Spaces are limited - please sign up as soon as possible.

Contact Name: _____

Name of Business: _____

Address: _____

City/State _____ Zip _____

Calif Sellers Permit # _____ (include copy or scan)

Phone: _____ FAX: _____ CELL: _____

Email: _____ Website: _____

CATEGORIES:

() FOOD 10 x 10 space at \$650 ea. #() \$ _____ INCLUDES BLANKET HEALTH PERMIT & BASIC POWER
TOTAL \$ _____

Type of booth: Tent _____ Trailer _____ Size of Trailer-describe/attach photo _____
Power Required: _____

Describe menu: _____

FOOD VENDORS- WestFest rules:

- a) Copy of current health permit must be submitted with application.
- b) Vendor must be in compliance with Riverside County Health Requirements.
- c) Must provide own cooking sources, which must be in compliance with applicable fire, safety, health and appropriate regulations.
- d) Must have a currently certified fire extinguisher in booth.
- e) Waste water disposal must be done in compliance with Federal, State and County regulations.
- f) Grease and other liquids cannot be discharged on the ground.
- g) Must have potable water source, or contract with approved Spur supplier.

RETAIL VENDORS- INCLUDES BASIC POWER

() 10 x 10 vendor space on dirt at \$450 ea. #() \$ _____ Standard retail vendors, floor cover recommended
 () 10 x 10 Mercantile camp at \$350 (limited power) #() \$ _____ Old West style with period canvas tents, dirt/grass
 () 10 x 10 Western Design at \$600 ea. #() \$ _____ High-end couture/custom merchandise, no dirt
 () 10 x 10 Memorabilia/Auction show at \$600 #() \$ _____ Convention-style indoor showroom (Open Thurs.)
 () Non-profit or educational space at \$300 (1 10x10 only) \$ _____ Non-profit # _____
 () Corner space- add \$250 to above \$ _____
 TOTAL \$ _____

Describe all products to be sold or promoted- Attach photo: _____

FEE: Booth/Space total fee is required with application. Your check will be cashed or your card charged only if your booth is approved. Checks for booths not approved will be returned.

APPROVED VENDORS:

Only vendors whose company(s) name has been approved by the WestFest Committee can sell/display their product(s).

SECURITY:

Security is provided for event grounds, which is totally fenced. There will be security overnight. We recommend wrapping/securing your space. No overnight camping is permitted. The City of Palm Springs, Spur of the Moment Productions, LLC and the Palm Springs WestFest, their officers, agents and employees, will not be responsible for losses of any kind, whether by fire, theft, vandalism, or acts of God. _____ (Initial)

SOUND RESTRICTIONS:

The use of any sound devices must receive prior approval of the WestFest Committee and must be maintained at a conversational level to avoid interference with neighboring exhibitors and if found objectionable will be prohibited.

RULES FOR VENDOR PARTICIPANTS;

- 1) All items to be sold must be approved by the WestFest committee. **All TRAILERS on-site must be pre-approved.**
- 2) Vendors are responsible for supplying their own tables, chairs, and windproof tents. Canopies **MUST** be anchored!
- 3) Vendors are responsible for collecting and reporting all applicable California sales tax.

SET UP, DISPLAY AND TEARDOWN:

- 1) All displays, merchandise and demonstrations must be in good taste – this is a family event.
- 2) Spaces/booths must be clean and orderly at all times. If on dirt, you may wish to provide ground cover in booth.
- 3) Personnel must be presentable at all times.
- 4) Vendors will be responsible for set-up and clean-up.
- 5) Vendors **MUST** leave the space clean. All trash and debris to be taken out by vendor.
- 6) Trash must be disposed of before **AND** after each day's display times.
- 7) Tents, umbrellas, easy-ups and other shade coverings are acceptable **WHEN ANCHORED PROPERLY.**
- 8) Teardown: vehicles allowed back on grounds only after crowd has dissipated, and security allows.

SET-UP Wed. March 9- Non- 5 pm (WITH PRIOR PERMISSION); Thurs. March 24- Noon–5 pm; Fri. March 25- 8-10 am- All vehicles must be in designated vendor parking areas by 11 am- No exceptions! **Inspection at 11 am.**

TEAR-DOWN Sunday March 27 from 6-10 pm – all spaces vacated and cleaned up by 10 PM, and again Monday March 28 morning from 7-10 am. **MUST** have inspection prior to departing the event site. Failure will cancel future event status.

SHOW HOURS:

Friday March 25: 1 pm-9 pm; Saturday March 26: 10 am-9 pm, Sunday March 27: 10 am-6 pm.

ADMISSION:

The Palm Springs WestFest admission is only \$5. However, ticketholders for rodeo performances allow admission to WestFest grounds at no extra charge. Vendors will receive 2 wristbands per day per booth. **Vendors may purchase rodeo tickets at 50% off- see box office onsite or arrange in advance.**

REFUNDS/CANCELLATION:

Refund requests will be considered solely at the discretion of the WestFest Committee. A refund request must be received in writing by Jan. 15, 2011 and will be subject to a \$20 cancellation fee. After Jan 15, there will be no refunds or credit for no-shows. _____(Initial)

INSURANCE:

All vendors must provide a minimum of \$1,000,000 liability insurance that names the Palm Springs WestFest and Frank Bogert Memorial PRCA Rodeo, its volunteers and agents, Spur of the Moment Productions, and the City of Palm Springs as additionally insured. Failure to provide such insurance can result in disapproval of the application. Please feel free to ask for assistance with this relatively easy step.

NOTIFICATIONS:

You will be notified by phone or by email if your application has been accepted. You must possess a valid California sellers permit, collect taxes and be responsible for the reporting of the same. You may obtain a Seller's permit from the Calif. State Board of Equalization Office nearest you.

VENDOR AGREEMENT:

The undersigned acknowledges that each vendor space is 10'x10', unless otherwise agreed upon, and that they must provide their own canopy, tables, and other supplies. The undersigned agrees to indemnify and hold harmless The City of Palm Springs, Spur of the Moment Productions, LLC and the Palm Springs WestFest, their officers, agents and employees. Liabilities, costs and expenditures including attorney fees and costs of defense which may occur due to the undersigned's participation in this event.

The undersigned agrees to comply with all state and local regulations in the operation of your booth. You agree that you have read and agree with the rules and regulations set forth in this agreement/application. The WestFest Committee reserves the right to make changes to this agreement/application as needed. You understand your entry fee shall not be refunded in the event that you do not attend or if all or part of the event is canceled due to fire, calamity or any other act of God, public enemy, strikes, statutes or ordinances or any legal authority or any cause beyond our control.

The undersigned acknowledges that vendors must be set-up by event start time and cannot break down until the event is completed. **We try, but no space is guaranteed- SOTM reserves right to alter vendor locations as needed.**

Printed Name: _____

Signed: _____ Date: _____

Vendor Questions – call us at 800-664-5617
jessica@fancorp.net or christopher@fancorp.net

Retain copy of this application/agreement for your records. Mail original along with pictures and copies of permits to:

Palm Springs WestFest Vendors • 1570 Corporate Dr, Suite A, Costa Mesa CA 92626

MAKE CHECKS PAYABLE TO "SPUR OF THE MOMENT"

or **e-mail** completed form with attachments & credit card info to christopher@fancorp.net

Check website for HOTEL DISCOUNTS for VENDORS www.palmspringswestfest.com

CREDIT CARD PAYMENTS:

Type of Card _____

Name on Card _____

Card Number _____

Expiration Date _____ Security Code _____

Amount to be charged _____

Is address at top of form same as address this card is invoiced at?

If not, the address the card goes to _____

SIGNATURE _____

Thank you for participating!

