

Vendor Application



APPLICATION DEADLINE: Feb. 12, 2010

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: _____

CHECK ONE:

() (Food) 10 x 10 space at \$600 ea. # _____

() (Retail/Art/General) 10 x 10 space at \$400 ea. # _____

() (Western Merch showcase) 10 x 10 space \$500 # _____

() (Non-profit or educational space at \$300 (1 only)) _____ Supply Non-profit number _____

() Corner or end-space- add \$250 to above _____

() Electrical Hookup - add \$50 _____

TOTAL \$ _____

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.

Description of your booth/merchandise, please attach photo of your boot or product:

List your products sold or describe menu:

APPROVED VENDORS:

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

SECURITY:

Security is NOT provided for individual booths/spaces. There will be security overnight but the park itself is not secured.

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) Please plan to wrap your booth at night, and a security patrol will keep unauthorized personnel out.

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 PARTICIPANTS;

- 1) All items to be sold must be approved by the WestFest committee.
- 2) Vendors are responsible for supplying their own tables, chairs, tents.
- 3) Vendors are responsible for collecting and reporting all applicable California sales tax.

FOOD VENDORS at WestFest:

- 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 at their space.
- 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

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.
- 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) Tents, umbrellas, easy-ups and other shade coverings are acceptable.

SETUP March 11, Noon to 5 pm and March 12 8 AM – 11:30 – All vehicles must be in designated parking areas by 10 am

Tear Down March 14 from 5-8 pm and March 15 8AM - Noon – all spaces vacated and cleaned up by Noon

ADMISSION:

The Palm springs West/Fest admission is free. However, tickets will be required for rodeo performances See staff for half-price vendor tickets.

REFUNDS/CANCELLATION:

Refund requests will be considered only when a similar replacement is available and will be solely at the discretion of the WestFest Committee. A refund request must be received in writing by Jan. 1, 2010 and will be subject to a \$20 cancellation fee. After Jan 1, there will be no refunds or credit for no-shows. _____(Initial)

INSURANCE:

Certain vendors may be asked to provide proof of insurance. Failure to provide such insurance can result in disapproval of the application.

NOTIFICATIONS:

You will be notified in writing 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 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 for 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.

Printed Name: _____

Signed: _____ Date: _____

Vendor Questions – 800-664-5617

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

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 invoice goes to _____

SIGNATURE _____

Thank you for participating!

