



VENDOR APPLICATION

2024 Howl-O-Ween

Saturday, October 26, 2024 | 10:00 am to 1:00 pm
Mission Oaks Dog Park, 5501 Mission Oaks Blvd., Camarillo

Applications will be reviewed for pre-approval prior to requesting insurance requirements and collecting Vendor fees. Approval of this application is not guaranteed upon submission, it is at the discretion of the District based on the following:

1. Vendor category; based on description of goods and services offered.
2. Meets District business operations and insurance requirements.
3. Does not exceed maximum number of Vendors allowed per event, or per Vendor category.

Applicant Information		
Business/Organization Name:		
Returning Vendor: <input type="checkbox"/> Yes, I have been a PVRPD vendor <input type="checkbox"/> No, first time vendor with PVRPD		
Contact Name:		
Title:		
Address:		
City:	State:	Zip:
Email:		
Website:		
Day Phone:	Cell Phone:	

Vendor Information	
Type of Vendor:	
<input type="checkbox"/> Business <input type="checkbox"/> Business <input type="checkbox"/> Organization <input type="checkbox"/> Food Vendor (must have MFF permit)	<input type="checkbox"/> Individual or Non-Profit <input type="checkbox"/> Home-based business <input type="checkbox"/> Government agency <input type="checkbox"/> 501c3 organization
Description of Services or Merchandise Being Sold:	
Fees: <input type="checkbox"/> \$100 Business Vendor Booth/Space Number of spaces _____ (\$100 per space) <input type="checkbox"/> \$50 Individual or Non-Profit Vendor Booth/Space <input type="checkbox"/> \$25 Late Fee (submitted September 27 - 12) Total \$ _____ <i>Fees will not be charged until the application, insurance, or any additional information is received and approved.</i>	General Notes: 1. Booth spaces are approximately 10 x 10 ft. but can vary per event and indoor/outdoor spaces. 2. Electricity hookups not included - special arrangements or exceptions may be made based on event type. 3. Vendors are responsible for providing their own canopy, table, and chairs.

Application Submission

Submit all required information to:
Pleasant Valley Recreation & Park District, 1605 E. Burnley St., Camarillo, CA 93010
Attn: Special Events
or email specialevents@pvrpd.org

Art & Craft Vendor ONLY:

Photos of items wishing to sell (submit with application) *sample of items, not all items are required*

Food Vendor ONLY:

MFF permit copy (submit with application)

Non-Profit ONLY:

501(c)3 Letter of Determination (submit with application)

Touch-A-Truck ONLY:

Photos of trucks/vehicles (submit with application)

All Vendors: Insurance requirements will be requested based on vendor type after application pre-approval.

Vendor Guidelines

- (1) Vendors must meet the District's insurance requirements.
- (2) Vendors must comply with all Local, State, County and Federal health and safety guidelines.
- (3) All Vendor fees collected are non-refundable. In the event of inclement or extreme weather conditions, the District may cancel, close, or move this event to an indoor facility and fees collected may be credited to a future event at the District's discretion.
- (4) The District will not accept any responsibility for goods presumed to be damaged due to inclement weather. The Vendor accepts this responsibility upon set-up.
- (5) Provide all items necessary for your booth to include canopy, table, and chairs.
- (6) All canopy legs must be properly secured, either staked into turf or adequately weighted on concrete.
- (7) Vendors must advertise that they will be attending our event on their social media and/or website.
- (8) Artists/Craft vendors must submit photos of goods that will be offered for sale.
- (9) Goods and services offered for sale must be handmade or commercially purchased.
- (10) Space assignments will only be provided upon check-in, the day of the event.
- (11) Vendors must arrive promptly at their assigned arrival time.
- (12) Vendor must staff their booth for the entirety of the event.
- (13) The District reserves the right to exclude any participant on the day of the event.
- (14) Pets in or around booths are not permitted unless special arrangements have been made or the event is pet-related.
- (15) Smoking/Vaping of any substance is prohibited on all District properties.
- (16) Vendor must leave assigned spaces in their original condition; all waste must be disposed of properly.

Touch-A-Truck participants must adhere to the above vendor guidelines with following the additional instructions:

- (1) To ensure the safety of vendors and vehicles, all vehicles must be supervised by vendor staff for the entirety of the event.
- (2) Vendors must submit a photo of the vehicle(s) being displayed.
- (3) Vendors must submit photos or a listing of activities per truck/vehicle(s) for use of demonstration.
- (4) Spaces will be assigned based on entry vehicle's length and weight.

I UNDERSTAND AND ACCEPT THE ABOVE VENDOR GUIDELINES AND ACCEPT RESPONSIBILITY OF MY BOOTH AT ALL TIMES. I UNDERSTAND AND ACCEPT THAT VIOLATION OF ANY OF THE ABOVE GUIDELINES MAY RESULT IN PROHIBITION FROM APPLYING FOR FUTURE DISTRICT EVENTS.

Signature

Name (Printed)

Date

Vendor Agreement, Waiver, and Release

I understand that the **vendor fee is non-refundable except due to event cancellation**. I have carefully read the description of the activity/event for which I/we are registering.

In consideration for being permitted by the District to participate in the above-referenced activity, 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. This release is intended to discharge in advance the District (including its officers, employees, volunteers, and agents) from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of active or passive negligence or carelessness on the part of the persons or entities mentioned above.

It is further agreed that this waiver, release, and assumption of risk is to be binding on my heirs, administrators, executors, and assigns and that I shall indemnify and hold the District (including its officers, employees, volunteers, and agents) free and harmless from any loss, liability, damage, cost, or expense which may arise out of or connected in any way with my participation in said activity.

Additionally, I fully understand that my participation in the above-referenced activity exposes me to the risk of personal injury, death, communicable diseases, illnesses, viruses, and/or property damage. I hereby acknowledge that I am voluntarily participating in this activity and agree to assume any such risks.

PHOTOGRAPHIC RELEASE: I understand that photographs may be taken during this activity and hereby grant the District permission to use any such photo(s) for advertising or in promotional materials.

I HAVE CAREFULLY READ THE AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE PLEASANT VALLEY RECREATION & PARK DISTRICT, ITS OFFICERS, EMPLOYEES, AND AGENTS AND I SIGN IT OF MY OWN FREE WILL.

Signature

Name (Printed)

Date