



RANCHO SIMI RECREATION & PARK DISTRICT

9th ANNUAL

SNOWFEST

2017 Vendor Application



The Rancho Simi Recreation and Park District is holding its annual SnowFest on Sunday, November 5, 2017 from 10:00 am to 4:00 pm at Rancho Madera Community Park, 556 Lake Park Drive in Simi Valley. The event features snow slides, snow lots, arts & crafts, service and business vendors, food vendors, local stage entertainment, kids' attractions, and more!

Register early! Applications are accepted until spaces are full. Please follow these instructions:

All displays must be appropriate for family viewing. We reserve the right to select vendors based on their relevance to the Expo. You will be assigned a space of approximately 10 feet by 10 feet and will need to provide your own canopy, tables, display racks and chairs. All tents and canopies must be flame retardant. **You will NOT be allowed to drive to your site, but will be able to unload nearby before moving to vendor parking.** Fees are "non-refundable" and cover event preparations, staff and publicity costs. If the District determines that it is necessary to cancel the event, the fee will be credited to a future expo. Participants should know that this is an outdoor event and subject to inclement weather (extreme heat, wind, rain, etc.). The District will cancel or close the event only under extreme weather conditions. Vendors should be aware that the District will not accept any responsibility for goods damaged due to inclement weather. Vendors are responsible for their own decision to set up or not to set up their booth.

Accepted applicants will receive an information packet approximately TWO WEEKS PRIOR to the event, with a map, parking instructions, unloading requirements, and general event information. Event Director reserves the right to exclude any vendor on the day of the event due to misrepresentation, falsification, or product/service added to or not revealed in the application.

Please see our FAQ's on our website at www.rsrpd.org or email daniellej@rsrpd.us for further inquiries.

For Profit Vendors (Arts and Crafts, Commercial, Service):

Participation fee is \$85 for Simi Valley residents or businesses; \$100 for non-residents or businesses outside Simi Valley. If you are a first time arts and crafts vendor to RSRPD you must submit a photograph (black & white or color) of a sample of the work you intend to sell (hardcopy or email daniellej@rsrpd.us). Your application should list all types of items for sale, particularly if you are with a direct sales company. If representing a medical institution or practice, and providing any service (ex: chiropractic adjustment, massages, etc.) you must get a signed waiver from each person and additional insurances may be required. If any food, additives, or supplements are offered for public consumption, they must be FDA approved and approved through Ventura County Environmental Health.

Non-Profit, Government Vendors:

Participation as a non-profit or government agency is \$40.

Non-profit and community organizations can utilize the event to promote events, programs, volunteerism but may not generate revenue at the event. They should add value to the event by providing an interactive activity or children's craft that is free to event participants. Please get approval for activities or craft, as some categories may be limited or unavailable (ex: face painting).

Food Vendors:

Food Vendor fee is \$150 for MFF, \$200 for TFF, plus any applicable fees to Ventura County Environmental Health.

We try to offer a wide variety of foods at our events and want to avoid duplication. Please fill out the form completely, listing every item you are requesting to sell. We have limited space available and do not duplicate food items, so you may be asked to reduce your menu. Due to the location of the show, there will be no electrical or water hook-ups. Food sellers must be self-contained. All cooking booths must have a fire extinguisher with a minimum rating (2A 10BD) and obey all health requirements, separate permit fee required. Rancho Simi Recreation and Park District will not be providing a 3 compartment sink for this event. Food Vendors are required to submit a Ventura Co Environmental Services Application and fee to Event Director NO LATER than September 8, 2017.

Acceptance of food booth application is contingent upon receipt of an acceptable Certificate of Insurance listing the Rancho Simi Recreation and Park District as "additional insured" endorsement. This endorsement must show liability limits, non-owned auto, and specifically show the dates, times and location of the event. "Product Liability" must be indicated. A copy of the "additional insured" must accompany the certificate. The certificate and endorsement must be in our office **45** days prior to the show.



SNOWFEST 2017 - VENDOR APPLICATION

Please PRINT clearly and supply all information requested



Expo - Sunday, November 5, 2017, 10am-4pm
Rancho Madera Community Park, 556 Lake Park Drive, Simi Valley CA 93065

Submit application, photos and payment to daniellej@rsrpd.us (preferred method), fax 805-581-3823 or mail to:
Snowfest, 5005-C Los Angeles Ave., Simi Valley, CA 93063

Make check payable to: RANCHO SIMI RECREATION AND PARK DISTRICT

Vendor Company Name (will appear in program brochure and online): _____

Last Name: _____ First Name: _____ Day Phone: (____) _____

Address: _____ City: _____ Zip: _____

E-mail Address: _____

Please mark appropriate boxes:

_____ I wish to be a craft, service or business vendor

\$85 _____ Simi Valley Resident \$100 _____ Non-Simi Resident \$40 _____ Non-Profit

_____ I wish to sell Food for consumption (See Cover Letter) \$150 (MFF) _____ \$200 (TFF) _____

Spaces will be assigned based on the date application is received, the vendor category, and the requirements for a successful vendor area.

Brief description of Craft / Art Items, service, business, or food items: _____ PRICE RANGE

AGREEMENT, WAIVER, AND RELEASE

I have carefully read the description of activities for which I/we are registering, and in consideration for being permitted by the Rancho Simi Recreation and Park District to participate in the above 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, its officers, employees, 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 negligence or carelessness on the part of the District, its officers, employees, and agents. 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 on my heirs and assigns. I agree to indemnify and to hold the District, its officers, employees, and agents free and harmless from any loss, liability, damage, cost, or expense which may incur as the result of death or any injury or property damage that said participant may sustain while participating in said activity.

I also understand that the seller fee is non-refundable. I understand this is an outdoor show and the District will not accept any responsibility for goods damaged due to inclement weather. The sellers must make their own decision to set up or not set up their display. Booth spaces are not accessible by vehicle. You will need to carry your setup across a grass field. NO refunds will be made for ANY reason.

By _____ Dated ____/____/____
(Signature of Participant)

MasterCard [] VISA [] Account # _____ Expiration Date ____/____/____ CVV Code: _____

Charge Card Signature _____

- - - - - (Office Use Only) - - - - -

Date Rec ____/____/____ Approved: ____/____/____ Activity Code: SNO117-3 Amount Received \$ _____ Method _____