



20880 Centre Pointe Parkway ~ Mezzanine~ Santa Clarita, CA 91350

Phone (661) 250-3735

Email- Cowboy@santa-clarita.com

2020 Food Vendor Application

Application Deadline: Monday, February 3, 2020

Registration Information

The City of Santa Clarita presents a quality Exhibitor Show during the Cowboy Festival at William S. Hart Park.

Applications will be reviewed and a notification regarding your **participation status** will be sent out. If accepted as a Cowboy Festival Food Vendor, your **non-refundable** payment in full to: **City of Santa Clarita** will be due on, or before **Friday, March 6, 2020**.

The City of Santa Clarita reserves the right to refuse admission to any vendor. Failure to provide a California Seller's Permit by Friday, March 6, 2020, will result in forfeit of Vendor fee and your assigned space will be given to the next available vendor.

*****The 2020 Cowboy Festival will be held rain, shine, or wind.*****

General Information

- **Each vendor space includes a 20-amp quad box.** *Vendors may not provide their own generators.*
- Vendors must bring their own extension cords, rubber matting for exposed cords, and surge protector power strips, as they will not be provided by the City of Santa Clarita.
- Security will be provided on a 24-hour basis beginning at 4:00 p.m. on Friday, April 17, and ending at 6:00 p.m. on Sunday, April 19, 2020. Vendors are responsible for their own property.
- **Vendors will be able to park at Hart Park on Friday, April 17, 2019, from 8:00 a.m. to 5:00 p.m. to unload and set-up. The end time of 5:00 p.m. will be strictly enforced. Failure to have your booth set-up by 5:00 p.m. will result in not being accepted back for 2021.**
- On Saturday, April 18, and Sunday, April 19, 2020, gates open at 8:00 a.m., vendors will park at the Festival Shuttle Site; vendor badges will allow them to park and ride the shuttle for no charge.
- It is expected that the booth be open from **10:00 a.m. to 6:00 p.m.** on Saturday and **10:00 a.m. to 6:00 p.m.** on Sunday. If you leave, please make arrangements to have your booth open and staffed in your absence.
- Under no circumstances may you close early or leave your booth unattended.
- **Tear down may not begin until Sunday, April 17, 2020, at 6:00 p.m., and must be completed by 10:00 p.m. The end time of clean-up by 10:00 p.m. will be strictly enforced. Failure to have your booth cleaned-up by 10:00 p.m. will result in not being accepted back for 2021. Please plan on providing your own adequate help to ensure your booth clean-up is completed by 10:00 p.m. The City will not provide help for your booth clean-up. Vehicles will be allowed into Hart Park under the direction of the City of Santa Clarita.**
- Vendors are responsible for their own property.
- **No pets allowed** at Hart Park or the Shuttle Site.
- **No firearms of any kind, real or toy, may be sold by vendors or worn by anyone at Hart Park.**
- Smoking is permitted ONLY in designated smoking areas. **Vendors may not smoke in their spaces or tents.**
- For their own safety, all children must be supervised at all times while at Hart Park.
- **Booth space is intended for the person submitting the vendor application and cannot be resold or shared without approval from the City of Santa Clarita.**
- Hart Park is property of LA County, and overnight camping is prohibited. Vendors' vehicles parked overnight at Hart Park will be towed at the owner's expense.

The City of Santa Clarita reserves the right to exclude vendors who do not abide by these procedures from festival participation the following year.

California Seller's Permit

State law requires that all vendors hold a permanent or temporary California Seller's Permit. The City of Santa Clarita must have the California resale numbers of all vendors on file. Simply obtaining a number through the Board of Equalization does not provide the information to the City. **Any questions about California Sellers Permits should be directed to the State Board of Equalization at (800) 400-7115 or at www.boe.ca.gov**

Temporary Food Stand Permit

State law requires that all vendors hold a permanent or temporary food stand permit. **All questions about the Temporary Food Stand Permit should be directed to the Los Angeles County Department of Health Services at (661) 287-7000.** It is the responsibility of the Vendor to ensure that the booth has all equipment necessary to pass the Los Angeles County Fire Department and the Department of Health Services inspections. Vendors that fail any inspections will forfeit their booth fees and will not be allowed to operate a food booth.

Los Angeles County Department of Health Services
Santa Clarita District
26415 Carl Boyer Dr. Suite 145
Santa Clarita, CA 91350
(661) 287-7000

Vendors must submit their California resale numbers and Temporary Food Stand Permit by Friday, March 27, 2020. Vendors who fail to do so will forfeit their vendor fee. Please apply for your resale number and permit in advance of this date to ensure that you will be able to provide it to the City of Santa Clarita on time.

Vendor Areas and Pricing

Food Booth

8' x 5' cart	\$350
10' x 10' booth	\$700
10' x 20' booth	\$1100

10' x 10' Booth

- 2 tables plus table cloths
- 2 chairs

10' x 20' Booth

- 4 tables plus table cloths
- 4 chairs

Full Service Food Vendor Space

Full Service.....	\$1000
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The City of Santa Clarita will accept a limited number of Full-Service Food Vendor Areas. Vendors must submit a complete description of food area that includes: total space requirements for food area, plot plan, type of equipment used, number of staff, and type of food served. Vendors who want to apply in this category must send color photographs of the inside and outside of the Full-Service Food Vendor Area.

2020 Food Vendor Application

Application deadline is **Monday, February 3, 2020**. The application packet must include a menu with food and beverage prices as they will be displayed during the Cowboy Festival weekend, and at least one color copy of your overall display or your application will be rejected.

Business Name (to appear in Festival Program): _____

Name: _____

Phone Number: (day) _____ **(eve)** _____

(On site contact number) _____

Address: _____
Street # City State Zip

E-mail: _____ **Website:** _____

California Resale# _____ **Vehicle License Plate#** _____

Additional Vehicle License Plate # _____

Please describe your product (Will appear in Festival Program, 15 words max.): _____

BOOTH REQUEST AND PAYMENT INFORMATION

Food /Beverage Cart	\$	_____
10' x 10' Booth	\$	_____
10' x 20' Booth	\$	_____
Full Service Space	\$	_____

Additional Equipment and Services:

20-amp quad box (4 outlets)	Qty: _____ X \$60.00 =	\$ _____
30-amp twist lock	Qty: _____ X \$75.00 =	\$ _____

GRAND TOTAL \$ _____

2020 Food Vendor Application

PLEASE READ THE FOLLOWING DISCLAIMER, AND SIGN BELOW:

- I agree to indemnify, defend, and hold harmless City and all of its officers, agents, and employees for any and all liability, claims, damages, or injuries to any person, including injury to Artist's employees and all claims, which arise from or are connected with the performance of this Agreement, and all expenses of investigation and defending against same provided, however, that this indemnification and hold harmless shall not include any claim arising from the active negligence or willful misconduct of the City, its agents, or employees.
- I understand that the City of Santa Clarita cannot be responsible for rain, wind, fire, etc., or damage, or theft, and that the 2019 Cowboy Festival will be held rain, shine or wind.
- I understand that I am responsible to make any changes at my own cost to my booth or tent that may be required by the Los Angeles County Fire Department or the City of Santa Clarita.
- I understand that this agreement is between the City of Santa Clarita, and me.
- I understand that all applicable sales tax is the vendor's responsibility to collect, report, and pay to the State of California.
- **I understand that I must clean my vendor space before departing at the end of the Festival.**
- I understand that if my method of payment does not clear processing due to insufficient funds, I will automatically be billed a \$25 service fee.
- I agree to abide by all of the procedures and rules stated on pages 1-5 of this application.

Print Name: _____

Signature: _____

Date: _____