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## 2020 Gear 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.

The process for selecting vendors is juried by the City of Santa Clarita. The goal is to meet the requests of Festival patrons by providing a wide variety of Western items, art, gear, clothing, memorabilia, and much more.

The show is divided into two presenting areas, which include: outdoor spaces with canopies provided by the City of Santa Clarita in the Sutler's Row, and for vendors that provide their own period style tents on Mercantile Row.

**Applications will be reviewed** and a notification regarding your **participation status** will be sent out. If accepted as a Cowboy Festival Gear 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.
- Spaces do not include tables and chairs; vendor must provide tables and chairs.
- Tables and chairs can be rented/reserved at the time of application with 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, 2020, 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 19, 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.

## Important Show Rules

- **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 William S. 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.**
- Hark 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](http://www.boe.ca.gov).**

## Vendor Areas and Pricing

### Sutler's Row

10' x 10' Canopy .....	\$350
10' x 20' Canopy .....	\$450
10' x 30' Canopy .....	\$550

The Trading Post consists of City provided 10' x 10', 20', or 30' canopies on asphalt.

### Mercantile Row

(All space sizes are approximate)

Under 200 square feet .....	\$400
200 - 300 square feet .....	\$450
300 - 400 square feet .....	\$500

- Mercantile Row consists of tent sites outdoors at Hart Park. All Mercantile Row tents must be period style canvas tents.
- Easy-Up tents are not acceptable.
- ALL TENTS MUST HAVE A FIRE EXTINGUISHER, provided by the vendor.
- Tents must be fire retardant, certification of such must be received by Friday, March 6, 2020, and a copy must be attached to your tent during the Festival.
- A fire inspector will be present prior to the start of the Festival.
- If any changes to the tent are required, it is the responsibility of the vendor to complete them.



# 2020 Gear 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:** \_\_\_\_\_