



12th Annual Celebration of the Toni Young
HUENEME BEACH FESTIVAL
Vendors' Guidelines & Application

August 21 & 22, 2010

APPLICATIONS

The Festival Committee must receive applications no later than 5 p.m. on July 23, 2010 for review. A description of the items that will be displayed or sold in your booth and a photograph of the items must be included with your application and, if possible, a photograph of your booth display. Receipt of your application by the committee does not necessarily guarantee acceptance into this event. Applicants will be notified of rejection immediately and checks promptly returned. Accepted applicants will receive an instruction packet with move-in/move-out guidelines. The Festival Committee reserves the right to accept or reject applicants based on quality of item, over-duplication, or items deemed not consistent with the community nature of the event.

SPACES AND DISPLAYS

All spaces are 10' x 10' and will be located on asphalt in the Hueneme Beach parking lot. Please indicate on your application the area you prefer, along with your special preference or needs and we will do our best to accommodate you. Each vendor is responsible for his/her own display, which shall not exceed 10' in height. Booth displays must be of a professional nature. Absolutely no tarps, crepe streamers, or hand drawn signs. If you have a photo of a previous show display this will be helpful. Vendors may request more than one space.

SIGNS

All signs must be professionally created and produced to ensure that a uniform appearance is maintained.

HAND CRAFTED REQUIREMENTS

All "Arts & Crafts" items sold must be hand crafted by the vendor. Manufactured items qualify as "commercial vendor". The committee reserves the right to select applicants based on these criteria and its own judgement. The committee reserves the right to prohibit the exhibit and/or sale of items not consistent with the community nature of the event.

ELECTRICITY

There is electricity available during Festival hours at a charge of \$75 per 110v/20 amp circuit. There is an additional charge for extra amperage, 220v or 24 hour electricity. You must list all items requiring electricity and their amperage. This must be done on your application and before the event. No last minute electrical hookups are possible. The City is not responsible for power surges or failures.

PERMITS/INSURANCE/LICENSE

All persons, companies or organizations reserving space at Hueneme Beach Festival, do so as independent contractors and not as employees or agents of the City of Port Hueneme, the Hueneme Beach Festival, the event sponsors or its organizers. **Seller's Permit required.** You may not sell at this event unless you have a Seller's Permit. Seller's Permits can be obtained at any Board of Equalization office at no cost to you. Call 1-800-400-7115 or go to www.boe.ca.gov to get your permit. **Business License** — A City of Port Hueneme Business License is required. A temporary business license is included in the fees. (See side 2.) **Insurance** — May be required.

CANCELLATION

There will be no refunds for any reason for cancellation after July 16, 2010. The event will be held rain or shine.

OTHER

- ◆ The event headquarters will be located at the Show Control Tent, close to the entrance of the festival.
- ◆ THIS IS NOT A FOOD VENDOR APPLICATION — for food vendor requirements and fees, contact Hebert Management at (323) 655-2010.
- ◆ Pre-packaged foods — If you plan to sell pre-packaged foods and offer samples at the show, you need to obtain a valid Ventura County temporary event Health Permit.
- ◆ NO EXHIBITORS WILL BE ALLOWED TO PACK UP OR DISMANTLE ITEMS FROM THEIR BOOTH BEFORE 6 P.M. ON THE FINAL DAY, SUNDAY, AUGUST 22, 2010.

