



# 11<sup>th</sup> Annual Celebration of the Toni Young **HUENEME BEACH FESTIVAL** **Vendors' Guidelines & Application**

**August 22 & 23, 2009**

## **APPLICATIONS**

The Festival Committee must receive applications no later than 5 p.m. on July 31, 2009 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](http://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 24, 2009. 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 23, 2009.

**Complete application and mail with a check for your fees to address below.**

Business Name: \_\_\_\_\_

Owner/Applicant: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Vendor Information:** Please check one:

☐ Arts & Crafts (Include photo)      ☐ Commercial (Include photo)      ☐ Non-profits/Community Booth:

State Selling Permit #: \_\_\_\_\_ OR Non-profit Tax ID#: \_\_\_\_\_

Description of Sale items: \_\_\_\_\_

Description of nonprofit organization/subject: \_\_\_\_\_

**Area Preference:** (We will do our best to accommodate your request, however, location is not guaranteed.)

☐ No preference      ☐ Near Children's Activities      ☐ Near Food/Entertainment      ☐ Away From Food/Entertainment

Special needs or requests: \_\_\_\_\_

**Fees**

CATEGORY / DESCRIPTION	FEE	TOTAL
<b>Arts &amp; Crafts:</b>		
<input type="checkbox"/> Fee covers 10' x 10' space and a temporary Port Hueneme business license	\$200	_____
<b>COMMERCIAL:</b>		
<input type="checkbox"/> Fee covers 10' x 10' space and a temporary Port Hueneme business license	\$350	_____
<b>NON-PROFIT/COMMUNITY BOOTHS:</b>		
<input type="checkbox"/> One (1) 10' x 10' space only (limit one space at this rate)	\$75	_____
<input type="checkbox"/> Two (2) 10' x 10' spaces (\$75 non-profit rate + \$200 regular rate) (Informational or Fundraising – Be sure to describe items above)	\$275	_____
<b>ELECTRICAL FEES: City is not responsible for power surges or failures.</b>		
<input type="checkbox"/> 110 V / 20 amp (Must be ordered in advance and may affect your placement.)	\$75	_____
<input type="checkbox"/> Additional charge for extra amperage, 220 V, or 24 hour power. Please call Event Producer, Ray Hebert at (323) 655-2010 for details.		_____

**MAKE CHECKS PAYABLE TO:** Hueneme Beach Festival      **TOTAL FEE ENCLOSED:** \_\_\_\_\_

**MAIL APPLICATION & CHECK TO:** Hueneme Beach Festival,  
550 Park Ave., Port Hueneme, CA 93041

In applying to be an exhibitor for Hueneme Beach Festival, I have read the attached rules and agree to act in accordance with them. Contractor shall indemnify and hold harmless the City of Port Hueneme, its officers, officials, employees, agents and Hebert Management Associates, Inc. from and against all claims, damages, losses and expenses including attorney fees arising out of the performance of the work described herein, caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the City.

Signature \_\_\_\_\_ Date \_\_\_\_\_



Presented By:  
CITY OF PORT HUENEME  
Phone: (805) 986-6542  
Fax: (805) 986-6564  
www.huenemebeachfest.org



Produced By:  
HEBERT MANAGEMENT ASSOCIATES  
Raymond Hebert, Producer  
Phone: (323) 655-2010  
Fax: (323) 655-4340  
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**FOR OFFICE USE ONLY**

SPACE # \_\_\_\_\_ / \_\_\_\_\_

**GUIDELINES**

**DATE SENT:** \_\_\_\_\_

**TOTAL FEES DUE:** \_\_\_\_\_

**REFUND DUE:** \_\_\_\_\_

**CA/CK/MO:** \_\_\_\_\_

**DATE ENTERED:** \_\_\_\_\_