



Official use only: Date received \_\_\_\_\_

\_\_\_\_ Approved \_\_\_\_ Not Approved

**2017 VENDOR APPLICATION**

**May 11 – 14, 2017**

**Thursday 5p-10p    Friday 5p-Midnight    Saturday 12PM-Midnight    Sunday 12PM-8p**

***It is mandatory that booth décor and vendors dress in Western theme***

Company Name: \_\_\_\_\_ DBA (if applicable): \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Owner's Name: \_\_\_\_\_  
 Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Website: \_\_\_\_\_  
 Have you had a booth at CVD before?  yes  no If yes, what kind of booth was it: \_\_\_\_\_

**Submit 3 pictures of crafts with application. Pictures will NOT be returned**

All applicants must provide a complete detailed description of goods to be sold or displayed including items to be distributed as "free." If additional space is required, please attach an additional sheet. **ABSOLUTELY NO** chemicals, compressed gasses or other flammable substances are permitted. The Conejo Valley Days, Inc. reserves *the* right to select only those items that will be allowed to be sold. If offering food/drink/candy, anything that is eaten, vendor must also submit a **TFF from the Ventura County Health Dept.** [www.ventura.org/rma/envhealth](http://www.ventura.org/rma/envhealth) and be ready for inspection prior to event opening Booth and merchandise description:

**Insurance:** Certificate of Insurance must name, Conejo Valley Days.US, The City of Thousand Oaks, Conejo Recreation and Parks District, and the Conejo Valley Unified School District as Additional Insured in respect to all operations performed at the Conejo Valley Days Festival May 11, 2017 – May 14, 2017 including set-up and take down. The *certificate* address should read: **Conejo Valley Days, 501-I S. Reino Rd., Ste. 282, Newbury Park, CA 91320** (See *Insurance Guidelines* below)

**Vendor Setup:** Booth spaces are assigned on first come first serve basis. Vendors supplying own canopy, must tether canopy at all times against high winds. Each booth is required to secure their space, décor and merchandise nightly. On-site security is provided 24/7 during show days. CVD takes no responsibility for losses.

**All Booth Fees:**

Pavilion Booth Fee	<b>*\$525/each</b>	# of Booths: _____	Cost: _____
Bring Own Pop Up Canopy Fee	<b>*\$425/each</b>	# of Booths: _____	Cost: _____
Electrical Outlets	<b>*\$40 per booth</b>	# of Outlets: _____	Cost: _____

Clean up of booth area **MUST** be complete prior to leaving site each night. All trash must be placed in designated trash area.

**Make checks payable to:    CONEJO VALLEY DAYS, INC.**  
**Mail checks to:    Conejo ValleyDays, 501-I S. Reino Rd., Ste. 282, Newbury Park, CA 91320**  
*(a 15% charge will be assessed on all returned checks)*

By affixing my signature I/we the vendor acknowledges that I/we have read and understand the terms of the "Vendor Agreement" and agree to comply with the terms contained therein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name



## 2017 CVD VENDOR Terms & Conditions

***It is mandatory that booth décor and vendors dress in Western theme***

**Booth Size:** Each booth space is 10' x 10' Larger booth spaces are available

**Displays:** All displays must be contained within the booth space. All selling and solicitation must occur *within* the booth space. ***NO EXCEPTIONS!*** All aisles are to be kept clear. No offensive materials, products, noises are to be displayed and/or sold. All music, TV, radio and film noise must be contained within the vendor's booth. Conejo Valley Days retains *the* sole right to determine the applicability of any products, services, materials, displays, sounds and other items. Vendor agrees to abide by the decision of Conejo Valley Days, whose decision is final.

**Electrical:** **Electric is not included with booth fee.** Outlets may be purchased at the time the application is submitted. Booths that use or have displays that exceed the purchased electrical will be required to reduce their electrical needs to conform to the purchased amount.

**Equipment:** All equipment, table covers, and décor must be provided by the vendor. Pop Up Booths **MUST BE TETHERED** and secured against high winds.

**Security:** Conejo Valley Days and its committees will not be responsible for theft or loss of vendor property. It shall be the vendor's sole responsibility to secure and protect their merchandise and property. A guard will be posted in the *area* from closing each evening and will be on duty in the CVD site overnight until event gates open the next day.

**Access:** Each booth will be provided with one (1) five day vehicle pass to allow on-off site access before and after show hours. **ABSOLUTELY NO PARKING ON SITE.** Each booth will receive five (5) gate passes for personnel. Additional passes may be available based on need. All booth personnel will be required to have a pass to enter the event gates.

**Staffing:** Booths are required to be staffed at all times during the event hours. Booth representatives must stay within their booths to sell or promote products and/or services. Vendors must have permission to touch any patron, customer or any other individual.

**Space Assignment:** The booth space will be allocated on a first come, first-served basis by Conejo Valley Days. Coordinators will attempt to honor all space requests. Vendors will be notified of their space assignment(s) upon check-in May 10th. Conejo Valley Days maintains the right to limit the types of services and goods of vendors.

**Cleaning:** Booths must be free of any and all litter, stock boxes and trash. Booth must be completely empty Sunday night within two hours after closing. Each booth should be manned at all times during opening hours of the event. Conejo Valley Days asks that you help us maintain a clean event.

**Fire Ordinances:** The Ventura County Fire Department states that **SMOKING IS PROHIBITED** inside the booths and CVD site at any time. No flame, or chemicals, compressed gas filled balloons, or other flammable substances are permitted. All Fire ordinances will be strictly enforced. **Violators will be removed from the premises.**

**Health Permits:** All vendors selling or providing food or drink must comply with the requirements of the *Ventura County Department of Environmental Health.* All such vendors shall, at their own expense, obtain all necessary permits prior to opening and shall furnish a copy of such permit with their application. The **final deadline** date to submit a food vendor list to the County of Ventura Health Department is **March 31, 2017. No Exceptions.** Failure to secure and provide a permit for such products will result in a denial of their application until such permit is provided to Conejo Valley Days.

No food or candy can be sold or given away without prior approval of the Vendor Chair Person. All decisions are final.

**Other:** Automobiles on display will contain no gasoline or batteries.

**CVD EVENT QUESTIONS?**

**805 – 638 - 2007**

**[info@conejovalleydays.org](mailto:info@conejovalleydays.org)**

## **Insurance Requirements: follow guidelines below, explicitly**



### **2017 CONEJO VALLEY DAYS CONCESSIONS and EXHIBITORS INSURANCE AGREEMENT**

**All concessionaires and exhibitors will be required to provide proof of general liability insurance by providing a certificate of insurance. Or, if they *don't* have their own liability insurance, same can be purchased for a fee of \$150.00 and they will be included in the Conejo Valley Days general liability policy for the duration of the event only.**

**Certificate of insurance is to be as follows:** Commercial General Liability written through an insurer rated A+ {or better} by Best's Rating Guide or a California admitted Insurer with a combined single limit for Bodily Injury, Personal Injury and Property Damage of at least \$1,000,000 per occurrence and \$2,000,000 aggregate. The limit may be provided through a combination of primary and umbrella/excess liability policies

Certificate of Insurance must name, Conejo Valley Days.US, The City of Thousand Oaks, Conejo Recreation and Parks District, and the Conejo Valley Unified School District as Additional Insured as respect all operations performed at the Conejo Valley Days Festival May 11, 2017 - May 14, 2017 including set-up and take down. The *certificate* address should read:

**Conejo Valley Days  
501-I So. Reino Rd., Ste. 282  
Newbury Park, CA 91320**

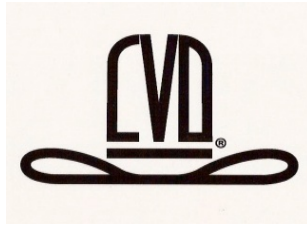
**EMAIL insurance certificate to: [Ovedia.santos@hubinternational.com](mailto:Ovedia.santos@hubinternational.com)**

All participants agree to defend and hold harmless Conejo Valley Days.US, The City of Thousand Oaks, Conejo Recreation and Parks District, and the Conejo Valley Unified School District from any and all loss or liability resulting at any time from injury to or the death of any person or persons and/or omission of yours, your agents, employees and/or patrons, or any damage to property owned or in care, custody and control, or resulting from non-compliance with any law, ordinance, or regulation regarding the condition or use of your operation, and to indemnify Conejo Valley Days.US, The City of Thousand Oaks, Conejo Recreation and Parks District, and the Conejo Valley Unified School District as to all costs, expenses, damages, including reasonable attorney fees relating to your operation at said event.

Under no circumstances will Conejo Valley Days assume liability for any Vendor, participant or volunteer without prior written approval from Conejo Valley Days' Insurer.

If your organization does ***not*** have general liability coverage, please complete the CVD Insurance Application below.

**TAKING ADVANTAGE OF THIS OFFER DOES NOT ELIMINATE THE CONCESSIONAIRE'S RESPONSIBILITY TO PROVIDE WORKERS' COMPENSATION INSURANCE PROTECTING THE CONCESSIONAIRE'S EMPLOYEES AS REQUIRED BY THE STATE OF CALIFORNIA, NOR DOES THIS OFFER PROTECT THE CONCESSIONAIRE'S INTERESTS AND INSURANCE COVERING CONCESSIONAIRE'S CONTENTS OR ACTIVITIES OUTSIDE OF THE CONEJO VALLEY DAYS ACTIVITIES.**



***If you do NOT have your own insurance you may purchase coverage from CVD***

***For \$150.00 per booth***

**Complete this CVD INSURANCE APPLICATION**

**And return with booth application, booth fee and CVD insurance coverage fee by April 1, 2017**

PREMIUM IS FOR THE PERIOD OF May 11 – MAY 14, 2017 ONLY AND IS PER BOOTH

Complete the information below, and mail ***with your check*** payable to Conejo Valley Days for **\$150.00** per booth to:

**Conejo Valley Days  
501-I So. Reino Rd., Ste. 282  
Newbury Park, CA 91320**

It is understood and agreed that these insurance provisions do not and will not apply to any Carnival Ride, Rodeo or Carnival Booth.

Please provide the following information regarding your booth:

Organization: \_\_\_\_\_

President/Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Office telephone No: \_\_\_\_\_ Cell No: \_\_\_\_\_

Best Time to Call: \_\_\_\_\_

Is Organization Incorporated? ( )Yes ( )No

Please Describe Your Business: \_\_\_\_\_

Number of booths or spaces at Conejo Valley Days: \_\_\_\_\_

Number of paid employees: \_\_\_\_\_

Do you carry Worker' Compensation Insurance? \_\_\_\_\_

If yes, name of carrier: \_\_\_\_\_

Estimated gross income during Conejo Valley Days: \_\_\_\_\_

Do you use any chemicals, compressed gases, portable fire extinguisher, or flammable substances?

( ) Yes ( ) No

If yes, describe: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**Insurance Questions? Contact: [Ovedia.santos@hubinternational.com](mailto:Ovedia.santos@hubinternational.com)**