



Thousand Oaks Rotary Street Fair Sunday - October 17th - 2010

www.thousandoaksrotary.org

Moorpark Road (between Hillcrest Drive and Wilbur Road) Thousand Oaks, California

LOCATION:

All vendors will be placed on a “First Come, First Serve” basis. All final decisions to placement will be made by Rotary Street Fair Committee. Consideration is given to these vendors who are returning from last year's fair if the application was returned early with a check attached. Every attempt is made to make all vendors as comfortable as possible. Motor homes, large trucks or trailers are difficult to accommodate on the street fair site and you are encouraged not use such vehicles. If you have no choice, be prepared to unload a distance from the street fair site and cart your materials to the event. Only one vehicle is allowed on the street fair site.

☞ **We do not provide canopies, tables, chairs or availability to water or electricity!**
Each vendor will bring its own tables, chairs, shades, etc. ☞

FORCED CANCELLATION:

We cannot control the weather. Unless it is raining heavily, blowing high winds or other circumstances beyond our control, the event goes on as planned. All vendors should be prepared for showers and light wind. Rotary staff will assist as much as possible. If we are forced to cancel the Street Fair due circumstances beyond our control, notification will be made on our Street Fair Message System (805-378-5106). As much notice as possible will be provided at our web site thousandoaksrotary.org. There will be no refunds; however registration will be carried over to next year's fair pending payment of the 2011 fees.

REFUNDS:

You may request a full refund of your booth fee anytime up until four (4) weeks prior to the event. This notification must be by e-mail or in writing.

Display Specifications

MOORPARK ROAD (Between Wilbur Drive and Hillcrest Drive)

- **Retail Vendors:** Booth spaces are in Moorpark Road. Booth spaces are 10'x10', back to back, side to side. Some spaces will have a median strip directly behind them. **Note:** this is no longer considered an “Art & Craft Fair” so please note you may be competing with a diverse spectrum of retail products. **Corner booth spaces are \$195 / Center booth spaces are \$175.**
- **Non Retail Vendors:** Such as Dentist, Orthodontics, Chiropractors, Face Painting, Swim Schools, Self Defense Studios, Acupuncture Clinics, Massage Centers, Dog Training, Banks, Credit Unions, Attorneys, etc. will share booth space on the sidewalks along side the Non-Profits & Political Groups. Booth spaces on the east and west sidewalks of Moorpark Road. These spaces are 8'x10' side by side, but 10'x10' canopies can be accommodated but require spacers or bricks (provided by the vendors) for the front, to lift the booth to the correct height. **Booth spaces are \$195.**
- **Non-profits / political groups:** Booth spaces on the east and west sidewalks of Moorpark Road. These spaces are 8'x10' side by side, but 10'x10' canopies can be accommodated but require spacers or bricks (provided by the vendors) for the front, to lift the booth to the correct height. You must stay within your booth... no standing in the street to hand out literature! **“Display Only” booth spaces are \$50 / “Items for Sale” booth spaces are \$175.**
- **Commercial Vendors:** Such as Windows & Doors, Solar Displays, Pest Control, Heating & Air, Storage Solutions & Containers, Water Filtration Systems, Landscapers, Pool Companies, Gym Memberships, Cellular Products, and most Contractors and business run out of a retail store, etc. Booth spaces on the east side of Moorpark Road in Section Y & W. Booth spaces are 10'x10', Side by side. **Corner booth spaces are \$275 / Center booth spaces are \$250.**
- **Food Vendor:** Booth spaces are 10'x10'. The Moorpark Avenue spaces are at the south end by Hillcrest Drive

and at the north end of the fair by Wilbur Road. All Food Vendors or Retail Vendors that sell any type of food products must provide the Thousand Oaks Rotary Club the necessary Special Event TFF Health Permit Application. Each Food Vendors will be inspected the day of the event by the Ventura County Health department to insure you are in compliance. All Food Vendors are required to be in compliance. Food Vendors of similar products, as indicated on their vendor application, are not assigned spaces within the same area. The Food Vendor areas are north Moorpark Road, south Moorpark Road and Brazil Street. **Food Vendor booth spaces are \$295.**

- **Fun Zone Activity Vendors:** All booth spaces and their sizes are designated by the Fun Zone Coordinator.

GENERAL TERMS & CONDITIONS

- No food items other than small candies (i.e. bottles of water) are to be distributed from retail or non-retail booths and covered by a Special Event TFF Health Permit Application.
- **Flyers or promotional items are to be distributed from the booth ONLY.**
- Booths **MUST** fit within their assigned area and heights are limited to 8’.
- Open spaces between booths are required for passage by the Fire Department. **They are not to be obstructed in any way.**
- Non-Retail, Non-Profits and Political Groups in “Display Only” booth spaces are prohibited from selling any product or service.
- Vehicles are to be parked in the designated vendor parking area, as stated in your registration materials.
- Vendors will be allowed to drive into the fair area is available (usually around 6:30 am). You will need to unload materials and park your vehicle before proceeding to setup your booth. No vendor will be allowed to drive into the fair area after 8:00 am. The safety of the other vendors, staff and attendees needs to be observed at all times.
- **Vendors will be asked to start disassembly on the booth immediately at 4:00 pm with completion of loading required by 6:00 pm. Vendors will need to off the street by 6:00 pm, or risk traffic violation by Thousand Oaks Police Department.**
- If for any vendor is found to be breach any of the above rules, will be required to leave the Street Fair immediately, forfeiting your booth space fee, and barred from future registration.
- If more space or an “odd” space is required (such as a vendor vehicle that is also a display area or food preparation space), please contact the appropriate coordinator for special handling.

Contacts / Coordinators

- Applications Fax Number: 805-520-3082
- General Information: Richard Ibarra E-mail: richard.torotary@gmail.com
- Retail Coordinator: Larry Baker – Tel: 805 378-5106 / E-mail: torotarystreetfair@msn.com
- Non-Retail Coordinator: Mario Contini –Tel: 805 558-2020 / E-mail: mario.comntini@verizon.net
- Food Coordinator: Ean Kleiger - E-mail: ekleiger@gmail.com
- Fun Zone Coordinator: Mark Elswick – Tel: 818 577-5911 / E-mail: melswick@bgcconejo.org.

Instruction for applying for a Vendor Application

Complete attached “Vendor Application”. **Complete this application including the Booth Space you would like. Please give us a 1st, 2nd and 3rd choice for a booth space as spaces fill up fast. Remember: Booth Spaces are awarded on a First Come, First Served basis.** You may be reassigned a different location if someone else selects and pays for that booth before we receive your application and payment. You can see a map of the street by visiting our web site at www.rotarystreetfair.org, click on the Street Fair Map link.

We will notify by e-mail of receipt of payment and conformation of your selected booth space. E-mails will be coming from torotarystreetfair@msn.com. Please make sure your SPAM software does not block this e-mail address or you will miss important information as most notifications will be sent out by e-mail only.

Please include two (2) of your business cards along with your application.

A final information packet will be mailed to you approximately one week prior to the event. This packet will give you important information as to **time and location** as to where you will be checking in the day of the event. You can e-mail any additional questions to your specific coordinator or torotarystreetfair@msn.com.

Vendor Applications may be **mailed, faxed** or **e-mailed**:

Thousand Oaks Rotary Club Street Fair

P.O. Box 1225

Thousand Oaks, CA 91358

Fax: 805-520-3082 / **E-mail:** torotarystreetfair@msn.com



Thousand Oaks Rotary Street Fair Sunday - October 17th - 2010

VENDOR APPLICATION

Please Print Clearly!

Fax: 805 520-3082 / e-mail: torotarystreetfair@msn.com

Vendor Contact Name: _____ Business

Name: _____ Business

Address: _____ City: _____ State:

Zip: _____ E-Mail: _____ Phone:

(_____) _____ Fax: (_____) _____

Please Select the Appropriate Vendor Category

RETAIL VENDORS: __ 10'x10' Center Booth: \$175 __ 10'x10' Corner Booth: \$195

NON-RETAIL VENDORS: are on the Sidewalk in section SWW & SWE): __ Booth: \$175

NON-PROFIT / POLITICAL GROUPS: are on the Sidewalk in section SWW & SWE):

__ "Display Only" Booth: \$50 __ "Items for Sale" Booth: \$175

COMMERCIAL VENDORS (are in Section Y & W): __ 10'x10' Booth: \$195

FOOD VENDOR: __ Booth: \$295 **Note:** Special Event TFF Operator Application and fee to Ventura County Health Department must accompany application.

Check # _____ Make Check or Money Order Payable to:

Rotary Club of Thousand Oaks
PO Box 1225, Thousand Oaks, CA 91358

☛ Applications received within two (2) weeks of event must be accompanied by Cashier's Check or Money Order ☛

Description of items to be sold. Please Note: Items not listed on application may not be sold!

Please include two (2) of your business cards along with your application.

State of California Resale Number for Retail/Non-Retail Vendors with items for sale: _____

Agreement: As a participant in this show I agree to hold the Thousand Oaks Rotary, Rotary Officers, the City of Thousand Oaks and its employees, free and harmless from any and all claims or expenses that may arise due to the participation in the Street Fair. I/we also agree to stay within the designated booth area during the show.

Signature: _____ Date: ____/____/____

Please Print Neatly Name: _____

Booth Space #: 1st _____ 2nd _____ and 3rd _____ choice

Important: We strongly suggest you select a booth space by going to our Street Fair web site at thousandoaksrotary.org