

VENDOR INFORMATION

MOORPARK EARTH FESTIVAL



EVENT SITE & AMENITIES: Booth spaces will be located at the Arroyo Vista Community Park in parking lot B. Booth placement will be at the City's sole discretion. Restrooms will be located near this parking lot. We're sorry, but storage space is not available. Vendors requiring electricity for their booth may bring a small, **quiet** generator. Parking for vendor vehicles will be available in Parking Lot C of the Arroyo Vista Community Park.

SALES RESTRICTIONS: All vendor applications are subject to approval. Vendors will not be allowed to sell any item not listed on the application. Alcohol sales and glass containers are prohibited. Please be specific when listing food items. Prices must be included, and items must be sold for prices listed on the application.

CHECK-IN / CHECK-OUT: Check-in will be on Saturday morning between 7:30 and 8:30 a.m. Vendors must be set up and ready to serve the public by 9:00 a.m. Clean-up and removal will begin at 1:00 p.m. All vendors must check out with City staff before leaving. All items must be removed by 3:00 p.m. The City of Moorpark does not accept any liability for missing or damaged items left at the event site.

EVENT CANCELTION AND EXCLUSION FROM EVENT: This event is subject to inclement weather. The City of Moorpark reserves the right to cancel the event under extreme weather conditions and will not accept any responsibility for goods damaged due to inclement weather, nor issue refunds or credits. No rain date will be scheduled. A credit may be issued in the event of cancellation due to inclement weather or declared emergency. In order to maintain the integrity and family-oriented atmosphere of our event, the City of Moorpark reserves the right to exclude any vendor, or to prohibit the display and sale of any item, on the day of the event. Vendors or exhibitors displaying offensive or vulgar signs, displays, or any other materials, as determined by the City at its sole discretion to be inappropriate, will be removed from the event.

SELLER'S PERMIT: Vendors are required to submit a copy of their seller's permit with the application. Vendors are also required to obtain a sub-location permit for this event. Please use 4550 Tierra Rejada Road, Moorpark CA 93021 for the vending address. For information on Seller's Permits, visit the California Department of Tax and Fee Administration at <https://www.cdtfa.ca.gov/taxes-and-fees/faqseller.htm>.

INSURANCE REQUIREMENT: Vendors must have a minimum of \$1,000,000 general liability insurance coverage. The City of Moorpark must be named as additional insured. A current certificate of insurance (such as ACORD25-S) and additional insured endorsement document must be submitted. Certificates must be submitted with the application, and endorsements are due to the City within 15 business days of vendor application approval. Please note that a certificate only is not sufficient. A separate endorsement document (such as ISO form CG 20 26 or CG 20 11) is required. Vendors with employees / volunteers must also provide a copy of their workers' compensation insurance, as required by law. Vendors owning commercial vehicles (including food trucks, trailers, or carts) must have commercial auto insurance of not less than \$1,000,000 combined single limit per accident. Vendors and vendors' employees or volunteers must have personal auto insurance for all vehicles used in connection with the vendor's participation in the event.

MOBILE FOOD FACILITY REQUIREMENTS AND PROCEDURES: Vendors are solely responsible for complying with health code requirements. The City of Moorpark and its officers, agents, and employees are not responsible in the event of vendor violations or closures. Vendors must include a copy of their annual MFF permit. Vendors are responsible for contacting the Ventura County Environmental Health Division at (805) 654-2814 for health code requirements and questions.

APPLICATIONS AND CONFIRMATION: Completed and signed application forms, along with entry fees, can be mailed to: MEF Applications, 799 Moorpark Avenue, Moorpark CA 93021. Make checks payable to "City of Moorpark." Incomplete or unsigned applications will not be accepted. The deadline for application submission is April 15, 2022. Registrations are taken on a first-come, first-served basis, or until all spaces have filled. Application must include a photograph of the food truck/trailer/cart or booth set up. Photos can be mailed in with the application or emailed to vpeterson@moorparkca.gov. All vendors will receive an information packet about one week prior to the event which includes site maps, parking instructions, booth assignments, and any special notices. Please remember that vendors must supply their own canopies, tables, chairs, displays, racks, signs, receipts, cash bank and change, etc. All canopies, displays, sales items, etc. must fit within the designated booth space. Vendors are **required** bring sandbags or weights to stabilize any canopies used, as Moorpark often has windy weather. The City reserves the right to reject any application.

FEES: Fees are listed on the application and are due in full at time of application. Payment will be deposited upon acceptance of application. Once deposited, all fees are non-refundable.

Questions? Contact Victoria Peterson at vpeterson@moorparkca.gov

Checklist *(Please check off as completed and included with your application)*

- Completed and signed vendor application
- Payment
- One (1) image of the truck/trailer/cart or booth set up.
- Seller's Permit
- Certificate of Liability Insurance
- Additional Insured Endorsement document

Also REQUIRED if selling any food or beverage:

Copy of Ventura County MFF Permit *If MFF, license plate number (required):* _____

MOORPARK EARTH FESTIVAL

SATURDAY, MAY 7 FROM 9:00 A.M.-1:00 P.M. AT ARROYO VISTA COMMUNITY PARK

Vendor Application

Eco-friendly Crafts * Food Vendors * Green Businesses

Business/Organization Name: _____

Address: _____ City/Zip: _____

Contact Person: _____ Title: _____

Phone: _____ Email: _____

Please indicate: 10x10 Booth 10x20 Booth Other: _____ x _____

Food Truck (size: _____ x _____ maximum 30' from bumper to bumper)

Trailer/Cart (size: _____ x _____ maximum 30' from bumper to bumper)

Please include a photo of your truck / trailer/ cart / booth set up.

List ALL items you will sell or distribute and sale price for each item (or attach list):

1. _____ \$ _____

11. _____ \$ _____

2. _____ \$ _____

12. _____ \$ _____

3. _____ \$ _____

13. _____ \$ _____

4. _____ \$ _____

14. _____ \$ _____

5. _____ \$ _____

15. _____ \$ _____

6. _____ \$ _____

16. _____ \$ _____

7. _____ \$ _____

17. _____ \$ _____

8. _____ \$ _____

18. _____ \$ _____

Entry Fees		
<input type="checkbox"/> Nonprofit Organization: \$0 501(c) number: _____	<input type="checkbox"/> Food Vendor (MFF): \$25	<input type="checkbox"/> Eco-friendly Craft Vendor: \$30
		<input type="checkbox"/> All Other Vendors: \$50

Check enclosed (made payable to "City of Moorpark") Call for credit card payment

Signature by Applicant Required to Complete Application

I, the undersigned, and on behalf of all members, employees, volunteers, and all other persons associated with the above referenced business or organization, am voluntarily participating in the Moorpark Earth Festival. I understand that such participation does not establish or imply an employer-employee or an agency relationship with the City of Moorpark. I, the undersigned, in consideration of the request and permission to participate in the Moorpark Earth Festival, hereby assume full responsibility for all risk of injury or loss which may result from my or my organization's participation in this activity and hereby AGREE TO DEFEND, INDEMNIFY, HOLD HARMLESS, RELEASE AND FOREVER DISCHARGE the City of Moorpark, from any and all acts of negligence and all claims and demands whatsoever, which the undersigned, any third person, or any persons acting under their behalf, have or may have against the City of Moorpark, by reason of any accident, communicable diseases, viruses, illness, injury to or death of any person or persons, or damage to or loss or destruction of any property arising or resulting directly or indirectly from participation in the Moorpark Earth Festival and occurring during said participation, or any time subsequent thereto. The terms of this release will serve as a release and assumption of risk for my heirs, executors, and administrators and for all of my family members. The City of Moorpark does not provide any insurance coverage of any kind, for any event participant. The City of Moorpark strongly recommends that appropriate insurance be obtained by each participant. I hereby grant the City of Moorpark, at its discretion and free of charge, permission to use videos, still photography, likenesses, images, media, and/or voice recordings of myself and my business or organization participating in City sponsored recreation programs for the purpose of publicizing or promoting said programs. I grant permission for the name of the organization to be used in conjunction with such videos, still photography, likenesses, images, media, and/or voice recordings herewith. I understand that the City of Moorpark reserves the right to approve or reject any application.

Insurance Requirements: I shall procure, and thereafter maintain in full force and effect at my sole cost and expense, the following types and amounts of insurance: 1. A general liability insurance policy written with a company acceptable to City and authorized to do business in the State of California. Such policy shall provide for a minimum coverage of One Million Dollars (\$1,000,000.00) for bodily injury or death of any person or persons in any one occurrence, and One Million Dollars (\$1,000,000.00) for loss by damage or injury to property in any one occurrence and shall include automobile coverage. The policy shall contain a provision providing for a broad form of contractual liability, including Product Liability coverage if food and beverages are dispensed on Premises. The policy or policies shall be written on an occurrence basis. The policy shall name Vendor as the insured and the City of Moorpark, its officials, employees, and agents as an additional insured. The policy shall also provide that the City shall be notified in writing, at least thirty (30) days prior to any termination, amendment cancellation or expiration thereof. Vendor shall furnish City evidence of all insurance policies required by this Agreement in the form of a Certificate of Insurance and additional insured endorsement. It is acknowledged by the parties of this Agreement that all insurance coverage required to be provided by Vendor, is intended to apply first and on a primary, non-contributing basis in relation to any other insurance or self-insurance available to the City. 2. Workers' Compensation on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than one million dollars (\$1,000,000) per accident or disease. A Workers' Compensation Insurance Certificate shall be filed with City before beginning work, unless Vendor submits a written certification that no one other than Vendor, or volunteers, are performing any services under this Agreement. 3. Automobile insurance covering bodily injury and property damage for all activities arising out of or in connection with this Agreement. Limits are subject to review, but in no event less than a combined single limit of \$1,000,000 per accident for commercial vehicles or other vehicles not classified as a private passenger vehicle or eligible for private passenger vehicle insurance. If Vendor owns no such vehicles, this requirement may be satisfied by a non-owned auto endorsement, or equivalent, to the general liability policy described above. If Vendor or Vendor's employees or volunteers will use personal autos in any way during the performance of this Agreement, Vendor shall ensure the employees and volunteers maintain automobile insurance that meets, at minimum, current California law requirements for private passenger vehicle insurance and provide proof of this insurance to City, if requested.

Signed: _____ Date: _____ Print Name: _____

APPLICATION DEADLINES:

Food Vendors: Applications must be received by April 7, 2022
All Others: Applications must be received by April 15, 2022

SUBMIT BY MAIL	SUBMIT IN PERSON
City of Moorpark attn: MEF Vendors 799 Moorpark Avenue Moorpark CA 93021	Arroyo Vista Recreation Center 4550 Tierra Rejada Road Moorpark CA 93021 Office hours: 8:30 a.m. - 6:00 p.m. M-F

Applications will be accepted on a first-come, first-served basis and are subject to approval. All material presented must be suitable for a family audience, and the City reserves the right to reject any application.

Workers' Compensation Statement: Must be submitted for all vendors not required by law to have Workers' Compensation Insurance.

Workers' Compensation Statement

As Vendor, I certify that no one other than myself will perform any services under this Agreement. I certify that in the performance of this Agreement, I shall not employ any person in any manner so as to become subject to the Workers' Compensation laws of the California Labor Code, and agree that if I should become subject to the Workers' Compensation provisions of the California Labor Code, I shall forthwith comply with those provisions.

Vendor's Signature: _____ Date: _____

Print Name: _____