

# VENDOR RULES & PROCEDURES 2017



The Oxnard Salsa Festival is committed to a quality event with an interesting assortment of vendors. Please read and understand these policies and procedures. As a vendor, you are expected to comply with all the vendor rules and procedures listed. Failure to comply with these policies and procedures will result in termination on the spot.

## GENERAL INFO:

- **VENDOR REGISTRATION DEADLINE – May 1<sup>st</sup>, 2017**
- **Booth** will be operated both days – Saturday and Sunday from 11 am to 7 pm.
- **Canopies:** Pop-up tent or a secured canopy is required.
- **Product:** Vendors may only sell what the Festival has approved in advance during the registration process. Offensive materials (ie: Ethnically or racially offensive) may not be sold or displayed at the festival. Failure to comply with this policy will result in termination from the festival.
- **Merchandise:** All merchandise and signage must be contained within, or attached to, your booth.
- **Booth:** All vendors are provided a 10x10 space.
  - NO racks or tables are permitted OUTSIDE your booth space. If you need more room for your display and storage, you must purchase a second booth.
  - To qualify as an Arts & Crafts vendor YOU must create your product, or decorate/adapt an existing product, and you must be the person selling at the Oxnard Salsa Festival.
  - If you are selling a craft item that you have purchased from others, you are a RETAIL vendor.
  - Retailing of commercial items and wholesale products do not meet the handcrafted criteria.
  - Corner Booths are priced at \$50 above the standard entry fee. If a corner booth is your first choice, you must pay the \$50 premium fee with your registration. Corner booth space is limited. If we are unable to assign you a corner location, the \$50 premium fee will be refunded to you.
  - Food vendors please read the **Food Vendor Information** section below.
- **Signage:** ONLY professional quality signs may be posted; no hand-written signs permitted.
- **Electricity:** Must be requested and paid for in advance on the vendor registration. NO EXCEPTIONS.
- **Equipment:** Vendors must bring own ice, cash/change, cooking equipment, tables, chairs, paper goods, trash cans, fire extinguishers, flooring, refrigerator (if applicable), and other supplies for the operation of an exhibitor booth.
- **Site access/Set up:** Vendors will be pre-assigned site access and set-up times. All vehicles must be OFF SITE by 9:30 a.m.
- **Tear down:** No tear down prior to Festival closing at 7 pm both days. Sunday night exit times and instructions will be assigned.
- **Clean up:** Vendors are responsible for cleanup of their space and removal of trash during and after the Festival.
- **Overnight Security:** Limited overnight security is contracted by the Festival. However, the Festival will not be held responsible for lost, stolen or damaged merchandise. Vendors who choose to leave items overnight do so at their own risk.
- **Pets:** No pets are allowed on the premises, including inside vendor booths.
- **Music:** If your booth involves music or sound, it must not reach beyond 20 feet of your booth. You must be pre-approved for sound.
- **Festival Logo:** Do not use the official Oxnard Salsa Festival logo or artwork, or incorporate the name Oxnard Salsa Festival into your product line. The name and logo are protected by trademark and copyright laws and may only be used by special licensing agreements.
- **Marketing Opportunity:** Market your product early with a \$40 option to be listed on [www.OxnardSalsaFestival.com](http://www.OxnardSalsaFestival.com) website and drive traffic to your booth by reaching the 45,000 unique visitors as well as build an early connection with our 10,000+ Facebook fans.

**July 29 & 30, 2017**

Plaza Park, Downtown Oxnard  
[oxnardsalsafestival.com](http://oxnardsalsafestival.com)

## SELECTION PROCESS:

- Festival Sponsors will have top priority in placement in all spaces, including Food Booths and corner locations.
- Special consideration will be given to vendors showcasing salsa themed products and foods.
- Hand-crafted items made by the applicant receive preference over “buy-and-sell” retail merchandise.
- The Festival reserves the right to limit the number of vendors selling similar items or services.
- In cases of duplication, local vendors who completed the online registration by the deadline will get priority.
- Registration completed after the May 1<sup>st</sup>, 2017 deadline will be accepted ONLY IF space is still available and the products offered enhance the overall vendor mix. A \$50 late fee will also be assessed.
- Vendors will be notified of booth number July 10<sup>th</sup> via email.

## CANCELLATION POLICY:

- A vendor may request a refund (less a \$50 processing fee) up until May 29<sup>th</sup>, 2017.
- Absolutely no refunds or credits will be issued after this date.
- No refunds will be applied for any unexpected circumstances after May 29<sup>th</sup>, 2017.
- All refunds will be given by check within 30 days of request.

## INSURANCE REQUIREMENTS:

- All Salsa Festival exhibitors are required to carry a valid General Liability Insurance Policy naming The Oxnard Downtowners (dba Oxnard Salsa Festival) as additional insured for July 29 & 30, 2017.
- A current Certificate of Insurance must be submitted with your registration.
- Name of insured on policy must match name and address on vendor registration.
- Type of Insurance must be General Liability Insurance.
- Policy effective dates must be through the Oxnard Salsa Festival weekend (July 29 & 30, 2017)
- Policy limits must be at least:

General Aggregate:	\$1,000,000
Each Occurrence:	\$1,000,000
Products – comp/op agg:	\$1,000,000
Personal & Adv. Injury:	\$1,000,000
Damage to Rented Premises	\$100,000
- Description of Operations/Locations/Vehicles/Restrictions/Special Items must include:
  - Certificate holder is named as additional insured for the 23rd Annual Oxnard Salsa Festival, July 29 & 30, 2017 at Plaza Park and on surrounding streets in Downtown Oxnard.
  - Certificate Holder must be listed as follows:

**The Oxnard Downtowners**  
DBA Oxnard Salsa Festival  
P.O. Box 1892  
Oxnard, CA 93032

## BEVERAGE POLICY

The Festival Committee maintains the exclusive right to ALL BEVERAGE SALES and DISTRIBUTION at the Oxnard Salsa Festival. Unless previously authorized, NO VENDOR or SPONSOR may sell or provide samples of alcohol, carbonated soft drinks, bottled water, iced tea or bottled fruit juices. This policy will be strictly enforced and will result in termination.

- **Food Vendors please make sure to read the next page as it contains Food Vendor Information.**

## **FOOD VENDORS INFORMATION:**

- **Health Department Permits** - All food vendors and pre-packaged food sellers including Salsa Tent exhibitors are required to hold a Permit to Operate a Temporary Food Facility (TFF) issued by the Ventura County Environmental Health Division (EHD).
- **Inspections & Permits** - You and your workers must comply with all EHD requirements during the event.
  - Food vendors must be ready for EHD inspectors by 9:00 a.m. Saturday.
  - No food can be sold until you have been permitted by EHD.
  - For health and safety reasons only food booth workers are allowed in the food prep area. Family and friends must remain outside.
- **Cleaning & Damage Deposit** - All food vendors preparing and cooking food on-site are required to submit a \$100 refundable cleaning & damage deposit with the registration. This deposit will be returned after the Festival if space is left clean and undamaged. Food vendors must check-out with Festival staff in order to qualify for a returned deposit.
- **Temporary Food Facility TFF-1** - form is for open and/or potentially hazardous food, including open sampling. If you change the form, flavor, or consistency of the food the TFF-1 must be completed. When completing the TFF-1 form please make sure to be specific with what type of food you will be making and providing.
- **Temporary Food Facility TFF-2**- form is for prepackaged and non-potentially hazardous food only. Food that has been prepackaged or cottage prepackaged food (made at home) must be labeled with the location where it was packaged at (all packaged items must contain a label).
- **Extremely Spicy Food Policy:** In order to ensure the health and safety of its attendees, the Oxnard Salsa Festival is no longer allowing vendors to sample or sell any salsa, sauce, pickled food, or other edible that is considered extremely hot or spicy. Foods that cause your customers extreme burning, pain, vomiting, or stomach illness are not allowed at the Festival. Even if you have waivers for your customers to sign, these foods are not allowed.  
**Failure to comply with this policy will result in termination on the spot.**

## **IMPORTANT FOOD VENDOR RULES:**

- Ice is considered like food. If you have an ice chest please use food grade bags in the ice chest (bags are available at Smart & Final).
- Handling Ready-to-Eat Food? If you are preparing ready-to-eat food such as salads or cold dishes that will not be cooked you must wear gloves at all times, even when you are cutting, assembling, and preparing the food. Bare hand contact is prohibited.
- When cooking please make sure to use lids and covers for your pots and pans.
- Stored food must be 6'' off the ground or floor.
- Outdoor customer self-service condiments must be in pump-style dispensers or individual packets.
- Hot foods must be held at > 135 Fahrenheit and cold foods held at < 45Fahrenheit.
- Glove use is required if you have artificial nails, cuts, or long nails.
- No eating or drinking inside the booth.
- Personal drinks and items to be stored separately from consumer items.
- Do not put personal drinks or items in the ice chest.

**Questions? Need help? Please email [vendorapps@oxnardsalsafestival.com](mailto:vendorapps@oxnardsalsafestival.com) or call (805) 535-4060.**