



## 2023 COMMERCIAL & CRAFT VENDOR (NON-FOOD) APPLICATION

**PLEASE READ THIS APPLICATION CAREFULLY BEFORE SUBMITTING.**

<b>FAIR DATES:</b>	<b>Friday, July 28<sup>th</sup> / Saturday, July 29<sup>th</sup> / Sunday, July 30<sup>th</sup></b>
<b>HOURS OF OPERATION:</b>	<b>Fri: 4:00 – 11:00 PM / Sat.: 11:00 AM – 11:00 PM / Sun.: 11:00 AM – 11:00 PM</b>
<b>VENUE LOCATION:</b>	<u>Ramona Outdoor Community Center 421 Aqua Lane, Ramona, CA 92065</u> *NOTE: the venue location is outdoors with little to no lighting in some areas so be prepared. The event will continue rain or shine so please come prepared.

Please review the vendor guidelines and instructions carefully. This application is neither an offer nor a guarantee of space, if the application is approved and accepted it is then a signed agreement between both parties and a confirmation will be sent. If you have any questions, please call, or email the Ramona Chamber of Commerce at (760) 789-1311 or via email: [ccstaff@ramonachamber.com](mailto:ccstaff@ramonachamber.com). **Incomplete applications will not be accepted or returned.**

### **INSTRUCTIONS FOR COMPLETING THIS APPLICATION:**

1. All questions on the form must be answered completely to include initials where applicable. This is a representation of your business for the selection process.
2. Submit both the Vendor Guidelines and 2023 Commercial & Craft Vendor (Non-Food) Application.
3. Submit a valid copy of your CURRENT California Seller Permit.
4. If your organization is a non-profit 501(c), please provide documentation from the Internal Revenue Service including affidavit of tax exemption.
5. A list of all the items you intend to sell/display/promote/give away/etc. along with brand names if possible and submit with your application.
6. Vendors must include a **Certificate of Insurance with Additional Insured Wording** (see **Insurance Requirements for specific details**). *If you don't have general liability insurance an **additional fee of \$75.00 is required.***
7. Make sure you sign and initial **ALL AREAS** on the application where indicated.
8. If a vendor is accepted, the vendor manager will determine the location of your booth. Locations are subject to change year to year.

**VENDOR RATES and FEES:**

All vendor fees are for the entire 3-day event. **A \$100.00 deposit is included in the pricing below and must be submitted with application.** There are NO REFUNDS, except the \$100.00 refundable deposit if the vendor stays for the entire duration of the 3-day event. Vendor booth fees must be paid in full no later than 4:00 PM on Friday, July 28<sup>th</sup> or will be charged a \$10.00 late fee per day until full payment has been received.

<b>VENDOR RATES and FEES</b> <b>(*Rates include the \$100.00 refundable deposit)</b>	<b>MEMBER RATE</b> Ramona Chamber of Commerce	<b>NON-MEMBER RATE</b>
<b>Corner Space, 12' x 12'</b> (space is limited first come first serve) CRAFT or GENERAL/COMMERICAL (NON-FOOD) VENDOR	\$450.00	\$550.00
<b>Standard Space, 12' x 12'</b> CRAFT or GENERAL/COMMERICAL (NON-FOOD) VENDOR	\$400.00	\$500.00
NON-PROFIT 12' X 12' Space	\$250.00	\$350.00
Uninsured Vendor Fee	\$50.00	\$75.00
LATE FEE (PER DAY) *Note: Only if full payment has not been received by 4 PM on Friday, July 28 <sup>th</sup> , 2023	\$10.00 per day	\$10.00 per day
NON-SUFFICIENT FUNDS (NSF) FEE	\$25.00	\$25.00

**PAYMENT OPTIONS:**

- To make a payment via check, please make payable to **Ramona Chamber of Commerce** and reference Ramona Country Fair 2023 Vendor Fee in memo line. All returned checks for NSF (non-sufficient funds) will be charged an additional fee of \$25.00.
- To make a payment over the phone, call the Ramona Chamber of Commerce office at (760) 789-1311.
- To make a payment online, visit <https://ramonachamber.com/ramona-country-fair/> under the vendor’s section.

**APPLICATION SUBMISSION:**

Please mail completed applications including the required documentation as requested in this application along with payment to: **Ramona Chamber of Commerce 1306 Main St., Ste. 103 Ramona, CA 92065.**

Applications can also be emailed to [rcstaff@ramonachamber.com](mailto:rcstaff@ramonachamber.com). To confirm your application has been received contact the office at (760) 789-1311.

**INSURANCE REQUIREMENTS**

The Vendor shall obtain and maintain, for the duration of this Agreement, the minimum insurance coverage set forth below. All coverage shall be written on an occurrence basis. All coverage shall be underwritten by companies authorized to do business in the State of California and currently rated A- or better or otherwise acceptable to the Ramona Chamber of Commerce. By requiring such minimum insurance, the Ramona Chamber of Commerce shall not be deemed or construed to have assessed the risk that may be applicable to the Vendor under this Agreement. The Vendor shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. The Vendor is not relieved of any liability or other obligations assumed pursuant to this Agreement due to its failure to obtain or maintain insurance in sufficient amounts, duration, or types. The Vendor shall provide proof of insurance mandated under this Agreement at least 48 hours prior to the commencement of the event which is the subject of this Agreement. **The Commercial General Liability Policy shall name the Ramona Chamber of Commerce and the Ramona Chamber of Commerce Board of Directors as additional insured along with Ramona Outdoor Community Center, Ramona Municipal Water District, and the Ramona Parks and Recreation Association.**

<b>Coverage</b>	<b>Limit</b>
A. Worker’s Compensation	Statutory
B. Employers Liability	\$500,000 each accident
C. Commercial General Liability	
Aggregate Limit	\$1,000,000
Each Occurrence Limit	\$500,000

**VENDOR GUIDELINES** (please submit this portion with application):

Please initial next to each point under the vendor guidelines acknowledging you have read and understand.

\*NOTE: This event is held outdoors with little to no lighting in some areas and will operate rain or shine so we ask all vendors to be prepared. Vendors need to bring their own CANOPIES, CHAIRS, EXTENSION CORDS, LIGHTING, TABLES, TENTS, ETC., these items will NOT be provided. Vendors may bring food and non-alcoholic beverages for their own consumption; we just ask you to keep the coolers out of sight from the public.

____ Initial	<p><b>1. SET UP:</b> Vendors are welcome to start setting up on Thursday, July 27<sup>th</sup> from noon to 7PM. We require all vendors to be ready to go and operational by 4:00 PM on Friday, July 28<sup>th</sup>.</p>
____ Initial	<p><b>2. BREAKDOWN:</b> Will <b>NOT BE PERMITTED</b> until <b>9:00 PM, SUNDAY, JULY 30<sup>TH</sup>, 2023</b>. Vendors who breakdown early or leave early will forfeit the deposit of \$100.00.</p>
____ Initial	<p><b>3. SECURITY:</b> Vendors are required to have booths manned during operational hours of the fair while the gates are open. There will be 24-hour security on the grounds starting <b>Thursday, July 27<sup>th</sup></b> and ending on <b>Sunday, July 30<sup>th</sup></b>. It is the responsibility of the vendor to keep valuables secure.</p>
____ Initial	<p><b>4. RETAIL PRIVILEGES:</b> Vendors are authorized to conduct business <b>ONLY</b> within their rented booth space and are not allowed to walk around to other spaces soliciting.</p>
____ Initial	<p><b>5. FACILITY / GROUNDS:</b> This is an outdoor event and will operate rain or shine so plan accordingly. Restrooms provided are porta-johns, with ADA compliant ones available. No lighting is provided in each booth space and some areas have limited to no lighting so please bring your own.</p>
____ Initial	<p><b>6. POWER:</b> Power is NOT guaranteed. If your power needs are crucial, bring your own generator. House power is not available. Spider boxes running off a generator will be available. A spider box 110V/20-AMP service will be provided. Vendors will need to provide their own 3-pronged locking 30-amp adapter to plug into those boxes. If additional power is needed that is more than what is mentioned above, it is <b>YOUR</b> responsibility to notify in advance to plan if possible. It is recommended that LED or compact fluorescent bulbs are used for lighting needs.</p>
____ Initial	<p><b>7. INSURANCE:</b> A Certificate of Insurance with Additional Insured specific wording is required, or vendor must pay \$75.00 uninsured vendor fee (see insurance requirements for details).</p>
____ Initial	<p><b>8. ITEMS NOT ALLOWED:</b> No Glass Bottles; Straw or Hay Bales are permitted per contract with Ramona Outdoor Community Center. Tobacco; e-cigarettes; vape pens; tobacco/drug paraphernalia or any item(s) that promotes an illicit substance is prohibited from being sold. Any food items being sold or sampled will not be accepted without a Temporary Food Facilities Permit from the County of San Diego.</p>
____ Initial	<p><b>9. ICE:</b> Vendors will have an opportunity to purchase ice on-site during the event. Cost per bag will be provided at the event.</p>
____ Initial	<p><b>10 BANK/CHANGE:</b> There is no accommodation available to make change or set up vendor banks so please come prepared. There will be a few ATM machines available during the event for all to use.</p>
____ Initial	<p><b>11 OVERNIGHT PARKING/CAMPING:</b> Any overnight campers must complete a separate authorization and release form that will be provided upon request. These forms must be completed and submitted 45 days prior to the event.</p>

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## CHECK ONE:

- Ramona Chamber Member Rate: Craft/General Commercial (Non-Food) Vendor
- Non-Member Rate: Craft/General Commercial (Non-Food) Vendor
- Ramona Chamber Member Rate: NON-PROFIT Vendor
- Non-Member Rate: NON-PROFIT Vendor

Please fill in the information below clearly and legible in ink.

## BUSINESS/COMPANY/NON-PROFIT INFORMATION:

NAME: \_\_\_\_\_

MAILING ADDRESS:

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

CA SELLERS PERMIT # (attach copy to application): \_\_\_\_\_

FEDERAL TAX I.D. # (EIN): \_\_\_\_\_

NON-PROFIT STATE ID #: \_\_\_\_\_

## POINT OF CONTACT:

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## Certification of Applicant

I have read and understand the instructions and any additional information attached. I understand that this form is an application for space only, and is neither a commitment by the applicant, nor an offer by the Ramona Country Fair to rent space. I certify that all information provided on this application is true and accurate to the best of my knowledge.

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

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_