



23920 Valencia Boulevard ~ Suite 120 ~ Santa Clarita, CA 91355
Phone (661) 286-4018 ~ Fax (661) 255-1996

2010 Exhibitor Application

Registration Information

The City of Santa Clarita presents a quality Exhibitor Show during the Cowboy Festival at Melody Ranch Motion Picture Studio, a setting that includes an entire Western town and park-like surroundings. The process for selecting vendors is juried by the City of Santa Clarita. The goal is to meet the requests of Festival patrons by providing a wide variety of Western items, art, and dry goods. The show is divided into four presenting areas, which include: indoor spaces in the buildings on Main Street, outdoor space on Main Street, outdoor spaces with canopies provided in the Trading Post, and for vendors that provide their own period tents on Mercantile Row. **The 2010 Cowboy Festival will be held rain, shine, or wind.**

Timeline:

- Vendors will be able to park at Melody Ranch on Friday, April 23, 2010, from 8:00 a.m. to 4:00 p.m. to unload and set-up. Vendors will be responsible for their own food and drinks, as there will be no Food Vendors operating that day.
- On April 24 and 25, 2010, gates open at 8:30 a.m., vendors without parking passes will park at the Festival Shuttle Site; vendor badge will allow them to park and ride the shuttle for no charge. It is expected that the booth be open from 10:00 a.m. to 6:00 p.m. on both days. If you leave, please make arrangements to have your booth open and staffed in your absence. If the vendor needs to re-supply during the Festival they will contact the Festival Gear Coordinator with the City of Santa Clarita and receive a 30-minute unloading pass, which will allow the vendor to make a delivery and return their vehicle to the Festival Shuttle Site.
- Under no circumstances may you close early or leave your booth unattended. Tear down may not begin until Sunday, April 25, 2010, at 6:00 p.m., and must be completed by 10:00 p.m. Vehicles will be allowed into Melody Ranch under the direction of the City of Santa Clarita.

Due to filming and changes at Melody Ranch two important changes will take place.

- It is anticipated that filming will be ongoing during the Cowboy Festival. As a result, vendors may be moved to other locations that they have not had previously. Due to on-going filming at Melody Ranch, it is possible that vendors may not be notified of their exact locations till Friday, April 23, 2009. We will do our best to accommodate reasonable requests.
- There will be limited parking. As a result vendors will have to pay an additional \$100.00 fee for a parking pass to park at Melody Ranch on Saturday, April 24, and Sunday, April 25, 2010.

Applications for the 2010 Exhibitor Show are due by Thursday, February 18, 2010; the packet must include three color copies of the items for sale, and at least one color copy of your overall display.

All applications must include payment in full to **City of Santa Clarita**, which is non-refundable if accepted for the show (*payment will be returned to all applicants who are not accepted*). Your payment will not be deposited until after acceptance. All applications become the property of the City of Santa Clarita. ***The City of Santa Clarita reserves the right to refuse admission to any vendor. Failure to provide a California Seller's Permit by Thursday, March 4, 2010, will result in forfeit of Exhibitor fee and your assigned space will be given to the next available vendor.***

Important Show Rules

- No pets allowed at Melody Ranch Motion Picture Studio or at the Shuttle Site.
- No firearms of any kind, real or toy may be sold by vendors or worn by anyone at Melody Ranch.
- Smoking is permitted ONLY in the designated smoking areas. Vendors may not smoke in their spaces or tents.
- For their own safety, all children must be supervised at all times while at Melody Ranch.
- In order to preserve the historic look of Melody Ranch during the Festival, vendors will not be permitted to display their own signs in storefront windows or on the boardwalk.
- Booth space is intended for the person submitting the vendor application and cannot be resold or shared without approval from the City of Santa Clarita.
- There are no “free” guests permitted. If you have family or friends who wish to visit you during the Festival, they must each purchase a ticket to enter.
- Vendors should inform buyers on delivery times of items to be shipped out, and that custom items may require longer waiting periods to be completed.
- Vendors to provide a sales receipt for all purchases, which will show the vendor’s current name, address, and telephone number.
- Vendors are responsible for their own setup and tear down. The City of Santa Clarita can not guarantee volunteers to be there for assistance.
- Melody Ranch is private property, and overnight camping is prohibited. Vendors' vehicles parked overnight at Melody Ranch will be towed at the owner's expense.

The City of Santa Clarita reserves the right to exclude vendors who do not abide by these procedures from Festival participation the following year.

California Seller’s Permit

State law requires that all vendors hold a permanent or temporary California Seller’s Permit. No commission will be taken by City of Santa Clarita, but all vendors must collect applicable sales tax on all sales and file returns with the state. **Any questions about California Sellers Permits should be directed to The State Board of Equalization at (818) 904-2300 or at www.boe.ca.gov.**

The City of Santa Clarita must have the California resale numbers of all vendors on file. Simply obtaining a number through the Board of Equalization does not provide the information to the City. **Vendors must submit their California resale numbers by Thursday, March 4, 2010. Vendors who fail to do so will forfeit their vendor fee.** Please apply for your resale number in advance of this date to ensure that you will be able to provide it to the City of Santa Clarita on time.

General Vendor Information

- **Each vendor space includes a 20-amp quad box.** Vendors must bring their own extension cords, rubber matting for exposed cords, and surge protector power strips, as they will not be provided by the City of Santa Clarita. *Vendors may not provide their own generators.*
- Spaces do not include tables and chairs; vendor must provide tables and chairs. *They can be ordered at the time of application with the City of Santa Clarita.*
- All vendors will be issued 2 vendor passes. A maximum of five additional vendor passes per each booth space may be purchased for \$10 each. *These must be ordered and purchased at the time of application.*
- **NO ONE WILL BE ADMITTED WITHOUT A VENDOR PARKING PASS.** Only a limited number of parking passes will be issued this year due to space limitations, vendor parking passes are an additional \$100.00. Parking passes and badges will be issued to vendors on Friday, April 23, 2010, at time of entrance into Melody Ranch.
- Security will be provided on a 24-hour basis beginning at 4:00 p.m. on Friday, April 23, and ending at 6:00 p.m. on April 25, 2010. Vendors are responsible for their own property.

Vendor Areas and Pricing

Main Street Building *(All space sizes are approximate)*

100 square feet.....	\$350
180 square feet.....	\$650

Main Street is an authentic replica of a Western town and part of a working production set. Consequently, we are never certain how many indoor spaces are available. Buildings on Main Street vary in sizes and are divided to hold two to ten vendors. If no space is available, Main Street vendors may be asked to set-up outside of the building. ***Spaces are not in a square format.***

Main Street Boardwalk

Boardwalk.....	\$350
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The Boardwalk is outside on Main Street. Be aware that these spaces are outside and covering is not provided by the City of Santa Clarita. Electricity is provided. ***Spaces are not in a square format.***

Mercantile Row *(All space sizes are approximate)*

Under 200 square feet.....	\$350
200 - 300 square feet	\$400
300 - 400 square feet	\$450

Mercantile Row consists of tent sites outdoors at Melody Ranch. All Mercantile Row tents must be period style canvas tents. Easy-Up tents are not acceptable. **ALL TENTS MUST HAVE A FIRE EXTINGUISHER**, provided by the vendor. Tents must be fire retardant, certification of such must be received by **Thursday, March 4, 2010**, and a copy must be attached to your tent during the Festival. A fire inspector will be present prior to the start of the Festival. If any changes to the tent are required, it is the responsibility of the vendor to complete them.

Trading Post

10' x 10' Canopy	\$250
10' x 20' Canopy.....	\$450

The Trading Post consists of City provided 10' x 10' or 10' x 20' canopies on dirt floor outdoors.



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PLEASE READ THE FOLLOWING DISCLAIMER, AND SIGN BELOW:

- I agree to indemnify, defend, and hold harmless City and all of its officers, agents, and employees for any and all liability, claims, damages, or injuries to any person, including injury to Artist's employees and all claims, which arise from or are connected with the performance of this Agreement, and all expenses of investigation and defending against same provided, however, that this indemnification and hold harmless shall not include any claim arising from the active negligence or willful misconduct of the City, its agents, or employees.
- I understand that the City of Santa Clarita cannot be responsible for rain, wind, fire, etc., or damage, or theft, and that the 2010 CowboY Festival will be held rain, shine or wind.
- I understand that I am responsible to make any changes at my own cost to my booth or tent that may be required by the Los Angeles County Fire Department or the City of Santa Clarita.
- I understand that this agreement is between the City of Santa Clarita, and me.
- I understand that my entry fee is NON-REFUNDABLE unless my application is rejected.
- I understand that full payment for my space, including services and rentals, is due with this application.
- I understand that if my method of payment does not clear processing due to insufficient funds, I will automatically be billed a \$25 Service Fee.
- I respect that all property is owned by Melody Ranch™ Motion Picture Studio and will not use nails on the interiors of buildings where they are not permitted.
- I am aware that I must provide any tools or cleaning utensils I will need, due to the different conditions of each building.
- I understand that I must clean my vendor space before departing at the end of the Festival by 10 pm.
- I agree to abide by all of the procedures and rules stated on pages 1-5 of this application.

Signature: _____

Date: _____