



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

## 2010 Food Vendor Application

### Registration Information

The City of Santa Clarita presents a quality food court during the Cowboy Festival at Melody Ranch Motion Picture Studio, which includes an entire Western town and park-like surroundings. The process for selecting food 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 food. The City of Santa Clarita will be responsible for assigning appropriate locations to all food vendors. **The 2010 Cowboy Festival will be held rain, shine, or wind.**

#### **Timeline:**

- 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 Sunday, April 25, 2010. Vendors are responsible for their own property.
- Vendors will be able to park at Melody Ranch on Friday, April 23, 2009, 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 badges 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.
- 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. It is possible that vendors may not be notified of their exact locations till Friday, April 23, 2010. We will do our best to accommodate reasonable request.
- There will be limited parking. As a result, other than the stated parking passes(see pg. 3), vendors will have to pay a \$100.00 fee for an additional parking pass to park at Melody Ranch on Saturday, April 24, and Sunday, April 25, 2010.

Applications for the 2010 Food Vendors 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 Food Vendor 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 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.
- 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.
- 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. 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. **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](http://www.boe.ca.gov)**

## **Temporary Food Stand Permit**

State law requires that all vendors hold a permanent or temporary food stand permit. **All questions about the Temporary Food Stand Permit should be directed to the Los Angeles County Department of Health Services at (661) 254-9560.** It is the responsibility of the Vendor to insure that the booth has all equipment necessary to pass the Los Angeles County Fire Department and Department of Health Services inspections. Vendors that fail any inspections will forfeit their booth fees and will not be allowed to operate food booth.

Los Angeles County Department of Health Services  
Santa Clarita District  
26415 Carl Boyer Dr. Suite 145  
Santa Clarita, CA 91350  
(661) 254-9560

**Vendors must submit their California resale numbers and Temporary Food Stand Permit by Thursday, March 4, 2010. Vendors who fail to do so will forfeit their vendor fee.** Please apply for your resale number and permit 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

- Vendors must submit a menu with food and beverage prices with application, or your application will be rejected. Prices submitted must be the prices on booth the weekend of the event.
- **Each vendor space includes a 20-amp quad box.** *Vendors may not provide their own generators.* All vendors have access to the food area sinks; they have both hot and cold water.
- **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, additional parking passes are \$100.00. Parking passes and badges will be issued to vendors on Friday, April 23, 2010, at time of entrance into Melody Ranch.
- Vendors must not accept any discount or free coupons from staff or patrons. Any coupons that are presented are not valid.
- Ice will not be provided for the food vendors, all arrangements are the responsibility of the vendor. An ice vendor will be at the festival, and ice will be available for purchase.
- In accordance with LA County Health codes we are required to provide free water to the public. We try our best to keep the water stations away from the food court and also try not to give out cold water so that it does not impact your business.
- Vendors are not allowed to provide their own canopy. The City of Santa Clarita will provide you with a canopy that is secured to the ground.

## Vendor Areas and Pricing

### Food Booth

8' x 5' cart .....	\$250
10' x 10' booth .....	\$675
10' x 20' booth .....	\$1150

#### 8' x 5' Cart

- 1 parking pass
- 2 vendor passes
- 1 trash can

#### 10' x 10' Booth

- 1 parking pass
- 4 vendor passes
- 2 trash cans
- 2 tables plus table cloths
- 2 chairs

#### 10' x 20' Booth

- 2 parking pass
- 8 vendor passes
- 4 trash cans
- 4 tables plus table cloths
- 4 chairs

### Full Service Food Vendor Space

Full Service.....	\$1000
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The City of Santa Clarita will accept a limited number of Full-Service Food Vendor Areas. Vendors must submit a complete description of food area that includes: total space requirements for food area, plot plan, type of equipment used, number of staff, and type of food served. Vendors who want to apply in this category must send color photographs of the inside and outside of the Full-Service Food Vendor Area.

- 4 parking pass
- 10 vendor passes
- 2 trash cans



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Food Vendor applications for the 2010 Cowboy Festival are due by **Thursday, February 18, 2010**, please include: check payable to the **City of Santa Clarita** and a detailed menu with prices of the items for sale.

**Business Name** (to appear in Festival Program): \_\_\_\_\_

**Name:** \_\_\_\_\_

**Phone Number: (day)** \_\_\_\_\_ **(eve)** \_\_\_\_\_

**(On site contact number)** \_\_\_\_\_

**Address:** \_\_\_\_\_  
                                 Street #    City    State    Zip

**E-mail:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**California Resale#** \_\_\_\_\_ **Vehicle License Plate#** \_\_\_\_\_

**Additional Vehicle License Plate #** \_\_\_\_\_

**Please describe your product** (Will appear in Festival Program, 15 words max.): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**BOOTH REQUEST AND PAYMENT INFORMATION**

Food /Beverage Cart		\$	_____
10' x 10' Booth		\$	_____
10' x 20' Booth		\$	_____
Full Service Space		\$	_____

**Additional Equipment and Services:**

Number of extra badges	Qty: _____ X \$10.00 =	\$	_____
20-amp quad box (4 outlets)	Qty: _____ X \$60.00 =	\$	_____
30-amp twist lock	Qty: _____ X \$75.00 =	\$	_____
Parking pass (valid for April 24 and 25)	Qty: _____ X \$100.00 =	\$	_____

**GRAND TOTAL** \$ \_\_\_\_\_

Check here  if you would like to receive Festival brochures for your store or business.



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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 all applicable sales tax is the vendor's responsibility to collect, report, and pay to the State of California.
- I understand that I must clean my vendor space before departing at the end of the Festival.
- 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 agree to abide by all of the procedures and rules stated on pages 1-5 of this application.

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

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