



20880 Centre Pointe Parkway ~ Mezzanine~ Santa Clarita, CA 91350
Phone (661) 250-3727~ Fax (661) 250-3730

2012 Food Vendor Application

Application Deadline: Monday, February 13, 2012.

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 application packet must include a menu with food and beverage prices as they will be displayed during the Cowboy Festival weekend, and at least one color copy of your overall display, or your application will be rejected.

Applications will be reviewed and a notification regarding your participation status will be sent out. If accepted as a Cowboy Festival Food Vendor, your **non-refundable** payment in full to: **City of Santa Clarita** will be **due on, or before Friday, March 2, 2012.**

The City of Santa Clarita reserves the right to refuse admission to any vendor. Failure to provide a California Seller's Permit by Friday, March 2, 2012, will result in forfeit of Food Vendor fee and your assigned space will be given to the next available vendor.

*****The 2012 Cowboy Festival will be held rain, shine, or wind.*****

Due to anticipated filming and changes at Melody Ranch during the Cowboy Festival, two important changes will take place:

1. 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 until Friday, April 20, 2012. We will do our best to accommodate reasonable requests.
2. 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 21, and Sunday, April 22, 2012.

General Vendor Information

- **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 20, 2012, 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 L.A. 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.
- Security will be provided on a 24-hour basis beginning at 4:00 p.m. on Friday, April 20, and ending at 6:00 p.m. on Sunday, April 22, 2012. Vendors are responsible for their own property.
- Vendors will be able to park at Melody Ranch on Friday, April 20, 2012, 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 Saturday, April 21 and Sunday, April 22, 2012, 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 22, 2012, 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.

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**

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 the 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 Friday, March 16, 2012. 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.

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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AT MELODY RANCH™ MOTION PICTURE STUDIO



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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 29 and May 1)	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 2011 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.

Print Name: _____

Signature: _____

Date: _____