



## VENTURA COUNTY PRIDE 2023 VENDOR APPLICATION

Thank you for your interest in Diversity Collective Ventura County's 24<sup>th</sup> Anniversary celebration of Ventura County PRIDE.

**Saturday, August 19th, 11am – 6pm**

**Plaza Park**

**E Thompson and S Fir St, Ventura, CA 93001**

Note: There is no street address number for this location

**APPLICATION DUE DATE DEADLINE 5:00 P.M. JULY 31, 2023  
(NO APPLICATIONS ACCEPTED AFTER July 31, 2023)**

Please complete your application and submit it with your payment to:

[tess.allen@diversitycollective.org](mailto:tess.allen@diversitycollective.org) or you can mail it to 2471 Portola Rd., Suite 100 Ventura, CA 93003.

For more information or questions, call 805-644-LGBT (5428).

### SUBMISSION CHECKLIST

#### **ALL VENDORS:**

- Application
- Payment
- Copy of your CA Seller's Permit (or IRS letter for Non-Profits)
- All Vendors must bring their own table, chairs, and canopy**

#### **NONPROFITS, please include:**

- Copy of your IRS Determination letter

#### **FOOD VENDORS please include:**

- Temporary Food Facility Application (TFF) ***\*If permit is not received in time, no refund will be warranted.***  
<http://www.ventura.org/rma/envhealth/community-services/consumer-food/documents/TFFOrganizerApplicINSTRUCTIONS.pdf>

# VENTURA COUNTY PRIDE 2023 VENDOR APPLICATION

APPLICATION DUE DATE DEADLINE 5:00 P.M. JULY 31, 2023

## CONTACT AND BOOTH INFORMATION (Please Print Legibly)

|  |                       |
|--|-----------------------|
| <b>Name of Business or Organization</b>  |                       |
| <b>Business Address</b>                  |                       |
| <b>Contact Name</b>                      |                       |
| <b>Contact Email</b>                     |                       |
| <b>Contact Phone #</b>                   |                       |
| <b>CA Seller's Permit</b>                |                       |
| <b>TFF Submitted (Food Vendors Only)</b> | ____ yes      ____ no |
| <b>IRS EIN or TAX ID #</b>               |                       |

**ALL VENDORS MUST BRING THEIR OWN TABLE, CHAIRS, AND CANOPY.**

|  | √ BOOTH SPACES ARE 10' x 10'          | FEE   | AMOUNT DUE |
|--|---------------------------------------|-------|------------|
|  | Non- Profit Vendor Space              | \$150 |            |
|  | For Profit Vendor Space               | \$250 |            |
|  | Self-Contained Food Vendor/Food Truck | \$250 |            |
|  | <b>TOTAL DUE:</b>                     |       |            |

**Make checks payable to *Diversity Collective Ventura County* and mail along with application to Diversity Collective Attn: Tess Allen at 2471 Portola Rd, Suite 100, Ventura, CA 93003.**

**Credit card payments can be made online at <https://tinyurl.com/PrideVendor2023>**

**Please include the vendor name in the "Comments" section.**

## GROUND RULES AND SPACE RENTAL APPLICATION GUIDELINES

To ensure an enjoyable day, please follow the ground rules and guidelines listed below.

**APPLICATION:** Please complete the entire Booth Application and submit it along with full payment and all required materials, as laid out in these Ground Rules. We cannot reserve booth space for you if we do not receive all required materials before the Booth Application Due Date given above. Please submit all your materials in one envelope. DIVERSITY COLLECTIVE VENTURA COUNTY reserves the right to decline any application for any reason without explanation.

**PAYMENT:** DIVERSITY COLLECTIVE VENTURA COUNTY will not refund any portion of payment once your application has been accepted. Please make checks payable to DIVERSITY COLLECTIVE VENTURA COUNTY. A \$35.00 fee will be charged for all returned checks. We also accept Visa/ MasterCard/Discover/American Express. Please note a 3% processing fee will be charged.

**CALIFORNIA SELLER'S PERMIT:** Mandatory for all vendors selling or taking orders for merchandise. For more information about the California Seller's Permit, call 800-400-7115 or see <http://www.boe.ca.gov/sutax/faqseller.htm>. If you do not have a permit, please apply for a temporary permit as soon as possible: the application process may take a few business days. You must submit a copy of your California Seller's Permit along with your Booth Application. *CALIFORNIA SELLER'S PERMIT IS NOT NECESSARY FOR NONPROFIT ORGANIZATIONS.* Instead, please include a copy of your IRS Determination letter with your application.

**BOOTH SPACE:** Once your application has been received together with all required materials (including full payment) and has been accepted by DIVERSITY COLLECTIVE VENTURA COUNTY, we will reserve booth space for you at the Pride Festival. Each space measures 10' x 10', and you must confine all of your business to this assigned space. Vendors will be directed to their space on the morning of the event. You are responsible to set up and subsequently dismantle and remove any tables, booths, or other fixtures that you bring with you. You must complete set-up between 7:00 AM and 10:00 AM on the day of the festival, and you must perform all cleanup and dismantling between 6 PM and 7:30 PM on the day of the festival. You must return your space to the same condition you found it at the start of the event by 7:30PM on the same day.

**FURNISHINGS:** DIVERSITY COLLECTIVE VENTURA COUNTY does NOT provide tables, tents, or chairs. They can be provided for an additional fee, which must be submitted with the Booth Application. Otherwise, vendors are responsible to bring your own table, tent, and chairs. There will not be any extra available on the day of (Maximum size allowed for tents is 10'x10').

**NO BEVERAGES.** You may not sell or distribute water, ice, beverages, or any alcohol items whatsoever. You must also not sell or distribute any glass containers.

**RAIN OR SHINE.** Ventura is not a likely place for inclement August weather, but you should nonetheless be prepared for unlikely weather conditions. Diversity Collective Ventura County will not cancel this festival due to weather.

**ALCOHOL SALES:** Alcohol sales are not permitted under this application.

**ELECTRICITY:** Electricity will be available upon ADVANCE request, first come, first served. Vendors requiring electricity should state this on the application and supply their own heavy duty extension cord(s).

**SANITATION:** All trash must be compacted and disposed of in a dumpster at the close of the event. The trash cans placed around the festival are for festival attendees, not for vendors.

**REFUNDS:** Once your application has been received and accepted for the event, no refunds will be issued.

**INITIAL HERE TO AGREE TO RULES AND GUIDELINES** \_\_\_\_\_

*This application does not guarantee rental space. Application must be completed before consideration will be given.*

## FOOD VENDOR INFORMATION

### Food Vendor Equipment:

***ALL FOOD VENDORS MUST BE SELF-CONTAINED.***

Describe the dimensions and type of food concession operation you would like to bring to the festival (i.e. trailer, tent cart, etc.)

Is your booth a self-contained trailer?  
If yes, what size?

Other Requirements: List any “special needs or space or space requirements” you may have:

**All food Vendors are required to have a Ventura County Health Permit. Please complete a Temporary Food Facility Application with Ventura County. This application must be included with your vendor application along with the required fee.**

**Food Vendors MUST be ready for County Health Department Inspection by 10:00am.  
Food vendor setup location is first-come, first-serve.**

## VENDOR AGREEMENT

My signature below represents that I am authorized to represent the organization listed above, that the information provided on this application is true, complete, and accurate, and that the organization has read, understood, and agreed to abide by the Ground Rules set forth by the Vendor Information Packet. I hereby agree to release, waive, and hold harmless DIVERSITY COLLECTIVE VENTURA COUNTY and the Ventura County Pride Festival Committee, as well as any sponsors, businesses, individuals, or organizations associated with the event, from any loss, damage, or injury that may occur in connection with my and/or organizations associated with the event, from any loss, damage, or injury that may occur in connection with my and/or organization's staff's participation in this event. I furthermore hereby authorize DIVERSITY COLLECTIVE VENTURA COUNTY to use any pictures or audio and/or visual recording depicting any person for promotional purposes.

AUTHORIZED SIGNATURE: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
NAME OF BUSINESS: \_\_\_\_\_  
DATE: \_\_\_\_\_

## SUBMIT YOUR APPLICATION

*Scan or copy all pages of this application and mail with payment in order to be placed in the vendor list. Payment and application must be received by July 31, 2023.*

### APPLY VIA EMAIL

tess.allen@diversitycollective.org

### APPLY VIA MAIL

Diversity Collective Ventura County - 2471 Portola Rd, Ventura, CA 93003

## SUBMIT YOUR PAYMENT

### PAY BY CHECK\*

Please make checks payable to Diversity Collective Ventura County and mail to:

Diversity Collective Ventura County  
2471 Portola Rd., # 100  
Ventura, CA 93003

\*Please call or email and let us know to expect your payment in the mail – tess.allen@diversitycollective.org

### PAY BY CREDIT CARD\*\*

Visa/MasterCard/Discover/American Express accepted.

\*\*There will be a 3% processing fee for all credit card payments