



AIDS WALK VENTURA COUNTY 2023 RESOURCE FAIR

Thank you for your interest in Diversity Collective Ventura County's AIDS Walk.

Saturday, October 28, 2023

Event time: 9am-1pm (Set up time: 8:00am)

College Park

3350 S Rose Ave Oxnard CA 93033

APPLICATION DUE DATE DEADLINE 5:00 P.M. FRIDAY, October 6, 2023

Please complete your application and submit it to:

2471 Portola Rd., Suite 100 Ventura, CA 93003 – or scan and email to info@diversitycollective.org

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

AIDS WALK VENTURA COUNTY RESOURCE FAIR FORM

CONTACT AND BOOTH INFORMATION (Please Print Legibly)

Name of Business or Organization	
Business Address	
Contact Name	
Contact Email	
Contact Phone #	
Nature of Health-Related Business and Activity/Screening	

Booth spaces are 10x10. Vendors must bring their own table, chairs, canopy, and tablecloth. Screenings and health-related activities are strongly encouraged!

SUBMISSION CHECKLIST FOR ALL RESOURCE BOOTHS:

- Application**
- Payment**
- Proof of Insurance**
- All Vendors must bring their own table, chairs, and canopy**

AIDS Walk Ventura County is a fundraiser for Diversity SHINES, our new health and wellness program. Donations to offset event costs are encouraged at the suggested amounts below.

✓	Booth Type	Suggested Donation	Amount Due
	Non-Profit Booth Space	\$50	
	For Profit Booth Space	\$100	
		Total Due	

Credit card payments can be made online at <https://bit.ly/47ud7jY>.

Under "Donation Options" please include the vendor name in the "Comments" section.

Make checks payable to **Diversity Collective Ventura County** & mail along with application to Diversity Collective at **2471 Portola Rd, Suite 100, Ventura, CA 93003**.

***Please note that selling is not permitted on city property.
This event is for informational and resource purposes only.***

INSURANCE

The City of Oxnard requires Commercial General Liability Insurance as outlined below:

1. Permittee shall obtain and maintain during the performance of any activities under this Permit the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of activities by Permittee, its agents, representatives, or employees.

a. Commercial General Liability Insurance, including Contractual Liability, in an amount not less than \$1,000,000 combined single limit for bodily injury and property damage for each claimant for general liability with coverage equivalent to Insurance Services Office Commercial General Liability Coverage (Occurrence Form CG 0001). If a general aggregate limit is used, that limit shall apply separately to the project or shall be twice the occurrence amount;

2. Permittee agrees that all insurance coverages shall be provided by a California admitted insurance carrier with an A.M. Best rating of A:VII or better and shall be endorsed to state that coverage may not be suspended, voided, canceled by either party, or reduced in coverage or limits without 30 days' prior written notice to the Risk Manager. The Risk Manager shall not approve or accept any endorsement if the endorsement contains "best effort" modifiers or if the insurer is relieved from the responsibility to give such notice.

3. Permittee agrees that the Commercial General Liability Insurance policy shall be endorsed to name City of Oxnard, its City Council, officers, employees and volunteers as additional insureds as respects: liability arising out of activities performed by or on behalf of permittee; products and completed operations of permittee; premises owned, occupied or used by permittee; or automobiles owned, leased, hired or borrowed by permittee. The coverage shall contain no special limitations on the scope of protection afforded to the City, its City Council, officers, employees and volunteers.

4. The coverages provided to City shall be primary and not contributing to or in excess of any existing City insurance coverages (this must be endorsed). Any failure to comply with reporting provisions of the policies shall not affect coverage provided to City, its City Council, officers, employees and volunteers. The insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

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 on or before October 6, 2023. 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 or email. DIVERSITY COLLECTIVE VENTURA COUNTY reserves the right to decline any application for any reason without explanation.

VENDING: Selling on city property is prohibited. This event is for informational and resource purposes only.

BOOTH SPACE: Once your application has been received and has been accepted by DIVERSITY COLLECTIVE VENTURA COUNTY, we will reserve booth space for you at the AIDS Walk Ventura County Health and Wellness Fair. 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. Setup instructions will be sent to the contact provided in this form. You must perform all cleanup and dismantling between 1:00 PM and 2:00 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.

FURNISHINGS: DIVERSITY COLLECTIVE VENTURA COUNTY does NOT provide tables, tents, or chairs. Vendors are responsible to bring their own table, tent, and chairs.

RAIN OR SHINE. Oxnard is not a likely place for inclement October weather, but you should nonetheless be prepared for unlikely weather conditions, including wind. Diversity Collective Ventura County will not cancel this event due to weather.

SANITATION: All trash must be compacted and disposed of at the close of the event. Trash cans will be placed around the fair for your use.

INITIAL HERE TO AGREE TO RULES AND GUIDELINES

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

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 AIDS Walk Ventura County 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 APPLICATION: Email pdfs to info@diversitycollective.org - or - Mail to:
Diversity Collective Ventura County, 2471 Portola Rd, Suite 100, Ventura, CA 93003