

**Camarillo Community Gardens
Earth Day Camarillo
Saturday April 21, 2012 10AM to 4 PM**

Vendor Check List

Please note: All vendor/exhibitor/volunteer participants under the age of 18 must have a waiver signed by a parent or legal garden. (Separate waiver)

All vendors/exhibitors: You must complete and enclose

- Application (with waiver signed)**
- Space Fees (check or money order payable to Camarillo Community Gardens)**

Food & drink vendors must also supply to event organizers

- County of Ventura Environmental Health Department
Application and fees (check or money order payable to Ventura EHD)**
- Copy of current menu and prices**

For food vendors only: once your Earth Day application has been accepted by event organizers, insurance requirements must be fulfilled. Please see special notes for food vendors.

Please note that no power will be available and the site does not allow driving on the grass.

Mail event application and checks or money orders to:

**Camarillo Community Gardens
P.O. Box 2627
Camarillo, CA 93011**

Questions? earthdaycamarillo@gmail.com

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Exhibitors ~ Sponsor ~ Vendor Application

Return application by **March 23, 2012**. This exhibitor/vendor/sponsor application/agreement is signed by the below named person or company agreeing to participate in the EARTH DAY CAMARILLO 2012 activities

Company Name _____
Contact Name _____ Email _____
Address _____ City _____ State _____ Zip _____
Phone (H) _____ Phone (W) _____ Phone (C) _____ Fax _____

Please check the box which best describes your entity:

- Schools and Governmental Districts..... FREE**
10 x 10 area (bring your own tent/table)
- Environmental Friend, Non Profit Exhibitor..... \$30**
10 x 10 area (bring your own tent/table)
- Green Neighbor, Business Exhibitor\$80**
10 x 10 area (bring your own tent/table)
- Green Friend, Food Vendor..... \$100 + County Fees if applicable**
10 x 10 area (bring your own tent/table) Food Vendors: TFF MFF
- Earth Day, Green Sponsor \$300**
10 x 10 area (bring your own tent/table) • Your Logo on the Earth Day Flyer (deadline 3.1.2012) Company
Mention in all press releases and in all advertising (deadline 3.1.2012) • Your Logo with
Hyper-link on the Earth Day website at: www.earthdaycamarillo.com
- Description of your Earth Day Exhibit/items for sale/food _____

Agreement, Guidelines, Waiver and Release

The community, wellness, and environmental focus of this event is not intended for the purpose of advocating for or against any political or religion concerns. Therefore, we are not accepting applications from formal political parties or candidates. Religious organizations are requested to present to the overall themes. Anyone not acting in cooperation with this purpose will be asked to leave the event. In order to maintain the positive focus of Earth Day, all exhibitors must abide by the following guidelines:

- I understand that the seller fee is non-refundable. I understand that this is an outdoor event and the Camarillo Community Gardens or the Pleasant Valley Recreation & Park District will not accept responsibility for goods damaged due to inclement weather. The sellers must make their own decision to set up their displays. **NO REFUNDS WILL BE MADE FOR ANY REASON.**
- TERMS AND CONDITIONS** Participants provide their own electric power, canopies, tables & chairs. This is an earth-friendly event; no smoking, no barbecues, no balloons, no alcohol! Booth spaces will be assigned at the discretion of the event coordinator to ensure that the flow of the event makes sense. • Upon check-in at the registration table on event day, exhibitors will receive a map of the event area designating your assigned location. • A sample copy of any printed materials (brochures, flyers, etc.) to be handed out at the event must be presented with the application. Any materials deemed objectionable will not be allowed at the event. • Exhibitors cannot sell any merchandise at this event unless the Earth Day sponsors have previously agreed. • Food, candy or beverages may not be served at your booth unless you have been pre-approved by the Camarillo Community Gardens and the Ventura County Health Department for this event. • Exhibitors are asked to refrain from using microphones, speakers, or amplified music. • Exhibitors must arrive at the designated set-up time, be ready by the event start time and maintain staffing at your designated booth for the duration of the event. • All items being sold may be handmade or commercially purchased.
PLEASE NOTE: Power will not be available. Vehicles are not allowed on grass.
- I HAVE CAREFULLY READ THE AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND CAMARILLO COMMUNITY GARDENS and/or PLEASANT VALLEY RECREATION AND PARK DISTRICT, AND I SIGN IT OF MY FREE WILL.

Signature of Participant: _____ Date: _____

Signature of Participant: _____ Date: _____

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SPECIAL NOTE FOR FOOD VENDORS

Food Vendors:

Please note that any vendor/exhibitor providing any food, drink, or consumable items must fill out the correct, applicable application form for the County of Ventura Environmental Health Department. It must be submitted to the Event Organizer along with fees (if applicable) payable to VEHD. The event organizer will submit them at a scheduled appointment no less than two weeks prior to the event.

All food vendors must be inspected the day of the event prior to receiving a temporary permit. The time of the inspection will be determined in advance and you will be advised by the event organizer. Failure to pass the inspection or failure to be ready for inspection may result in denial of permit and subsequent inability to operate at Earthday Camarillo. Either failure would be vendor responsibility; no refunds will be issued.

This includes vendors who sell or give away prepackaged foods or drinks (teas, coffees, packaged foods and packaged samples).

If your food is prepackaged (not prepared or opened on-site) you will need a TFF-2 application.

If you prepare foods or give open samples you will be a TFF-1 and have different rules, fees, and a different application.

No alcohol may be sold or consumed.

Note: Earthday Camarillo has decided to reduce the vendor fee for prepackaged foods to \$80 due to reduced requirements in 2012. The other (prepared) food fee remains at \$100. At this time this change is not reflected on the application but it will be applied.

Once accepted by Earth Day Camarillo, all onsite-prepared food vendors must provide insurance certificates with additional insured endorsements naming Camarillo Community Gardens and Pleasant Valley Recreation and Park Department.

Note: Given the limited space for on-site prepared food vendors and the increased interest in Earthday Camarillo, and in an effort to provide the best business opportunity for our vendors, please contact us prior to submitting your application. We can be reached at earthdaycamarillo@gmail.com

For information and applications from the County of Ventura EHD:

http://www.ventura.org/rma/envhealth/programs/comm_serv/food/event.html