

# CASTROVILLE ARTICHOKE Food & Wine FESTIVAL

Dear Vendor:

Please join us on Saturday, June 2 and Sunday, June 3, 2018 as we celebrate the **59th Annual Castroville Artichoke Food & Wine Festival** at the Monterey County Fair & Event Center, 2004 Fairground Rd., Monterey, California. This unique, two-day festival is fun for the whole family, featuring local chef demonstrations, a wine & beer garden, artichoke-inspired delicious food, a Kid Zone, musical entertainment, an Agro Art competition, arts & crafts, and much more.

**NEW for 2018!** Festival goers have made their wishes clear – they want to see (and buy) more artichoke souvenirs and crafts at the Artichoke Festival! Along with our popular Treasure Hunt contest for attendees, Vendors with the best Artichoke-themed merchandise and presentation can win our *Best in Show* contest. Keep watching our website vendor page and your email for more information about both contests as the event draws near.

Enclosed you will find an Arts and Crafts/Commercial Vendor Application, Release and Waiver of Liability and Indemnity Agreement, Vendor's Rules and Regulations, Vendor's Electrical Order Form, and an application for a temporary Monterey County Business License. **RETURNING VENDORS PLEASE NOTE:** Thanks to an opportunity through the California Fair Services Authority (CFSA) and the County of Monterey, we are now bundling the full cost of our vendor's insurance coverage into our Vendor booth fees. *Please see page 5, Section IV. 14, for more information.*

Please review these documents carefully and if you are interested in participating, complete the required forms and return them as directed below:

1. **Complete, sign and return the Vendor/Arts and Crafts Application, the Release and Waiver of Liability and Indemnity Agreement, and if applicable, the Vendor's Electrical Order Form, (MANDATORY);**
2. **Provide your California Resale License number along with a current copy of the license, (MANDATORY);**
3. **Include payment for required fees – full payment is required by April 20, 2017, (MANDATORY);**
4. **Organizations wishing to receive a non-profit discount on booth fees must supply their IRS affidavit of tax exemption;**
5. **Apply for a temporary Monterey County Business License (return with fees to City of Monterey, as outlined on attached form). Please note on the vendor application that city business license has been applied for and attach a copy of the city's application, (MANDATORY);**
6. **If selling food or serving food samples, apply for a [Temporary Food Facility permit](#) (return to the [Monterey County Health Department](#), as instructed by the MCHD.) Please attach a copy of your TFF permit or completed permit application form with this application.**

Your vendor application will be considered once the above requirements have been returned to the Castroville Artichoke Food & Wine Festival, Attn: Arts & Crafts, P.O. Box 1041, Castroville, CA 95012, or via email at [artscrafts.artifest@gmail.com](mailto:artscrafts.artifest@gmail.com). Booth spaces are assigned on a first-come, first-served basis with a fully completed application, as outlined above. The deadline for application is **April 20, 2018**, after which a late fee will be applied.

Thank you in advance for considering the 59th Annual Castroville Artichoke Food & Wine Festival as a potential addition to your 2018 show schedule.

Sincerely,



Terry Rohrs, Chairperson  
Arts & Crafts/Commercial Vendors

# **59th ANNUAL CASTROVILLE ARTICHOKE FOOD & WINE FESTIVAL**

Saturday, June 2 and Sunday, June 3, 2018  
Monterey County Fair & Event Center  
2004 Fairground Rd. | Monterey, CA 93940

## **VENDOR APPLICATION FORM**

Application Deadline: **April 20, 2018**

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### **ALL APPLICATIONS MUST BE FILLED IN COMPLETELY AND MAILED TO:**

CASTROVILLE ARTICHOKE FOOD & WINE FESTIVAL  
ATTN: ARTS & CRAFTS  
P.O. BOX 1041  
CASTROVILLE, CALIFORNIA 95012

**OR, email to**  
ARTSCRAFTS.ARTIFEST@GMAIL.COM

**ALL APPLICATIONS MUST BE RECEIVED BY THE APPLICATION DEADLINE AND SUBMITTED ALONG WITH A COPY OF THE VENDOR'S CURRENT CALIFORNIA RESALE LICENSE, AND CITY OF MONTEREY LICENSE TO DO BUSINESS, IF APPLICABLE. FAILURE TO DO SO MAY RESULT IN DENIAL OF APPLICATION.**

\* \* \*

### **I. VENDOR INFORMATION:**

Business Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_ Website/Social Media: \_\_\_\_\_

Check this box if you would like a reciprocal web link on the Festival's vendor listing page, (one link FREE).

**California State Resale License Number \_\_\_\_\_, or BOE Form 410D is attached \_\_\_\_\_**  
**(Must be Valid and Current. Please provide a copy of license. See page 5, paragraph 16 for more information.)**

**ALL CALIFORNIA STATE RESALE NUMBERS SHALL BE SUBMITTED TO THE CALIFORNIA STATE BOARD OF EQUALIZATION, AS REQUIRED BY LAW.**

**City of Monterey License to Do Business application form completed & mailed** yes \_\_\_\_\_ no \_\_\_\_\_  
**Send original completed form to City of Monterey; attach a copy of the form with this application.**

#### **OFFICE USE ONLY**

Date Received: \_\_\_/\_\_\_/\_\_\_ Initialed By: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ CK# \_\_\_\_\_ /CC BOOTH# \_\_\_\_\_

Comm / A&C /NP Waiver: \_\_\_\_\_ CA Resale License: \_\_\_\_\_ MCHD Permit: \_\_\_\_\_ City Business License: \_\_\_\_\_ Electrical Service: \_\_\_\_\_

**VENDOR APPLICATION FORM**

**I. VENDOR BOOTH DESCRIPTION:**

Sellers: Please describe your booth and price ranges in detail below, including an itemized list of all proposed items for sale. You must also attach two (2) photographs of items for sale and your proposed booth display. If additional room is needed, please attach the requested information on a separate page.

**INCORPORATION OF ARTICHOKE THEMED MERCHANDISE AND/OR DECOR IS REQUIRED. PLEASE DO NOT INDICATE "SAME AS PRIOR YEAR." ALL VENDOR INFORMATION MUST BE UPDATED AND CURRENT.**

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I employ an amplified sound system in my space for presentation and/or audience interaction.

(Please check this box if additional pages or information are attached.)

Number of attached pages: \_\_\_\_\_ Booth photos will be sent separately by email: \_\_\_\_\_

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If you do NOT intend to sell anything, please describe and provide an itemized list (if applicable) of what you intend to display, whether you intend to give items away, and whether you intend to create a mailing list. Please also attach two (2) photographs of your proposed booth display. If additional room is needed, please attach the requested information on a separate page. *Vendors who are not selling anything are not required to provide a California Resale License, or City of Monterey Business License.*

**INCORPORATION OF ARTICHOKE THEMED MERCHANDISE AND/OR DECOR IS REQUIRED. PLEASE DO NOT INDICATE "SAME AS PRIOR YEAR." ALL VENDOR INFORMATION MUST BE UPDATED AND CURRENT.**

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I employ an amplified sound system in my space for presentation and/or audience interaction.

(Please check this box if additional pages or information are attached.)

Number of attached pages: \_\_\_\_\_ Booth photos will be sent separately by email: \_\_\_\_\_

**PHOTOGRAPHS CANNOT BE RETURNED. If you are mailing your application, photos may also be sent via email to the address at the bottom of the page; include name of company and contact person with the email, and indicate on this page that you are sending photos separately.**

## VENDOR APPLICATION FORM

### III. REGISTRATION FEE SCHEDULE:

ALL BOOTH "SPACES" ARE 10 FT. X 10 FT. AREAS. VENDORS REQUIRING ELECTRICAL SERVICE MUST FILL OUT THE SEPARATE ELECTRICAL ORDER FORM AND SEND WITH PAYMENT TO CASTROVILLE ARTICHOKE FESTIVAL, INC.

ALL BOOTH SPACE PURCHASES ARE VALID FOR BOTH DAYS OF THE FESTIVAL, JUNE 2 & 3, 2018. Fees include insurance coverage through CFSA. See page 5, **Section IV. 14 Insurance for Event Period Only** for more info.

**Commercial Vendor Space** # of spaces: \_\_\_\_\_ x \$450.00 = \_\_\_\_\_  
*Vendors and commercial retailers who are selling or exhibiting products manufactured by or purchased from a wholesale or retail provider. Vendor must provide their own tent, if desired. Indoor spaces are very limited and assigned by Vendor Committee only. (PLEASE NOTE FOR 2018: No vendor spaces are available in the Wine & Beer Garden.)*

**Arts & Crafts Vendor Space** # of spaces: \_\_\_\_\_ x \$325.00 = \_\_\_\_\_  
*Artists, craftsmen, and vendors who make or manufacture their own products or services for sale, or who are representing the products or services of other artists and craftsmen. Vendor must provide their own tent, if desired. Indoor spaces are very limited and assigned by Vendor Committee only. (PLEASE NOTE FOR 2018: No vendor spaces are available in the Wine & Beer Garden.)*

**Non-Profit Vendor Space** # of spaces: \_\_\_\_\_ x \$100.00 = \_\_\_\_\_  
*Proof of non-profit status must be provided. See page 6, Section IV. 21 Non-Profit Organizations, below.*

(Please check this box) I have attached my proof of 501(c) nonprofit status.

**Tables & Chairs Rental** # \_\_\_\_\_ 8 ft. tables; # \_\_\_\_\_ 6 ft. tables x \$15.00 = \_\_\_\_\_  
 # \_\_\_\_\_ chairs x \$ 2.00 = \_\_\_\_\_

*Available on a very limited basis. Vendors are highly encouraged to provide their own tables & chairs.*

**Additional Entry Tickets** # of tickets: \_\_\_\_\_ x \$10.00 = \_\_\_\_\_  
*(Limit of four (4) additional tickets total per day. See page 4, Section IV. 9 Entry Tickets, below.)*

**Electrical Service Order, if requested, fill in attached form** \$ \_\_\_\_\_

**Late Fee, if application is received by CAFI after April 20, 2018** \$ 50.00 = \_\_\_\_\_

**TOTAL REGISTRATION/RENTAL FEES ENCLOSED:** \$ \_\_\_\_\_

*(Please make checks payable to: Castroville Artichoke Festival, Inc., or provide Visa or MasterCard information below.)*

Name as appears on card	Card Number
Expiration Date	Contact number
Address	
Signature	

### IV. RULES AND REGULATIONS:

1. **Date/Time:** Hours of festival operation shall be from 10:00 a.m. to 6:00 p.m. on June 2, 2018, and 10:00 a.m. to 5:00 p.m. on June 3, 2018.
2. **Location:** The 59th Annual Castroville Artichoke Food & Wine Festival will be held at the Monterey County Fair & Event Center, located at 2004 Fairgrounds Road, Monterey, California 93940.

## VENDOR APPLICATION FORM

3. **Deadline:** A fully completed and signed application form along with all registration fees, a copy of current resale license, copy of temporary business license application, two (2) photos of booth, (photos cannot be returned), signed Release and Waiver of Liability and Indemnity Agreement, Electrical Request Order and payment (if required), and/or non-profit organization documentation (if applicable) must be **received** by April 20, 2018. **A late fee of \$50.00 will be charged for any applications received and approved after April 20, 2018.** If your application is accepted, we will forward you an acceptance letter by mail.
4. **Sales:** Vendors shall retain all proceeds of all net profits.
5. **Cancellation Policy:** 25% of all fees will be retained for any cancellation after registration has been verified, but before April 20, 2018. 50% of all fees will be retained for any cancellation between April 20 - May 4, 2018. **Absolutely no fees will be refunded after May 4, 2018.**
6. **Selection of Booths:** Castroville Artichoke Festival, Inc. reserves the right to make all final selections for Vendors and/or booth space based on suitability, balance of crafts and merchandise, and available booth space. Acceptance to prior Artichoke Festivals does not mean automatic acceptance to this year's Festival. ***Incorporation of Artichoke themed merchandise and/or decor is required.*** All merchandise must be exactly the same type and quality as depicted in the photographs and written description provided in this application. Items sold must be only those listed on your application. No changes or substitutions of items will be allowed without prior written consent and approval from Castroville Artichoke Festival, Inc.
7. **Booths:** All booth "spaces" are 10 ft. x 10 ft. Vendors must provide their own displays, racks, signage, etc., and all items must fit within the assigned booth space. Booths are to be of professional quality. Tents, if desired, must be provided and setup by Vendors for all spaces. Tents must be staked or weighted for stability. Tables and chairs are available for rent on a limited basis, however, Vendors are highly encouraged to provide their own tables and chairs. Tables are to be covered to the ground and all packing boxes are to remain out of sight. Products and prices are to be displayed clearly and legibly. Vendors are not permitted to sell or give away items outside of their designated area. Wireless internet access is available and will be provided free of charge, but either may not be available and/or equally accessible in all locations. Electrical power can be ordered through the attached **electrical request form**, and must be submitted along with payment with the vendor application, if power is required. Castroville Artichoke Festival, Inc. cannot and does not guarantee that any Vendor shall receive the same spot or location as prior years, or will receive the same spot or location in future years. Booth assignments will be provided with Vendor Packets at registration and set-up the day before the event.
8. **Set-Up:** Vendors may set-up their booths on Friday, June 1, 2018 between the hours of 1:00 p.m. and 5:00 p.m., or on Saturday, June 2, 2018 between the hours of 6:00 a.m. and 9:00 a.m. All vehicles must be off festival grounds by 9:00 a.m. on June 2, 2018. Vendors are required to attend both days of the 59th Annual Castroville Artichoke Food & Wine Festival. Vendors are not allowed to remove merchandise from their booth until the festival is closed for the day. No vehicles will be allowed on festival grounds during the hours of festival operation. **Your booth is required to be staffed at all times during the festival's regular hours of operation.**
9. **Entry Tickets:** Each purchased booth "space" entitles the purchaser to four (4) free entry tickets per day. Non-profit organizations are entitled to six (6) free entry tickets per day for each purchased booth "space." Additional entry tickets may be purchased for \$10.00 each, but only a maximum of four (4) additional entry tickets may be purchased per day. Entry tickets are good for only one day. Vendors must arrange to distribute their entry tickets prior to start of Festival on June 2, 2018. Entry tickets for individual vendors cannot be held for will-call.
10. **Booth Assignments:** Assignment and location of booth space(s) shall be provided to Vendors in their registration packets upon entry to the festival. Assigned spaces are non-transferrable.
11. **Camping:** Camping on festival grounds is absolutely prohibited. No ice chests will be allowed onto the festival grounds after the festival opens each day.

## VENDOR APPLICATION FORM

- 12. No Guarantee of Exclusivity:** Castroville Artichoke Festival, Inc. does not guarantee to any Vendor any right to sell any particular product. Castroville Artichoke Festival, Inc. retains the exclusive right to sell any particular product.
- 13. Animals:** No animals, except for service animals, are allowed on festival grounds.
- 14. Insurance for Event Period Only:** All vendors are required to have liability insurance coverage to participate in the 59<sup>th</sup> Annual Castroville Artichoke Food & Wine Festival. This required liability coverage is provided under a policy issued by the California Fair Services Authority (CFSA) pooled Special Events liability program and its cost is included in the booth fee; no additional payment is necessary. This coverage will satisfy the insurance liability requirements of both Castroville Artichoke Festival, Inc. and Monterey County Fairgrounds.
- VENDORS WHO HAVE THEIR OWN INSURANCE:** The booth fee covers the cost of the liability insurance required by both Castroville Artichoke Festival, Inc. and Monterey County Fairgrounds and you are automatically insured for the two days of the Festival. Please note that there will be no refunds or reduced fees for those vendors who have their own insurance.
- 15. Workers Compensation Insurance:** Vendors are advised to carry Workers Compensation Insurance on any paid employees. This coverage is not provided by either Castroville Artichoke Festival, Inc. or Monterey County Fairgrounds.
- 16. California State Resale License:** As required by law, Vendors who are selling products or services are required to have a California State Resale License. If your sales are tax exempt, you must submit California Board of Equalization form 410D explaining your reason for exemption. Your resale license should list the Castroville Artichoke Food & Wine Festival at Monterey County Fair & Event Center, 2004 Fairground Rd., Monterey CA 93940 as either a location address (for temporary sellers), or as a sub-location (for regular seller's). Apply for a new resale license, changes to current license, or get form 410D here: [boe.ca.gov/permits\\_licenses.htm](http://boe.ca.gov/permits_licenses.htm). Or contact the local California Board of Equalization at 950 E. Blanco Road Suite 202, Salinas, CA 93901. Phone 831-754-4500. **Vendor's without a valid license will not be allowed on the grounds.** Vendors who are exhibiting only and not selling anything do not require a State Resale License.
- 17. City Business License:** All Vendors selling products or services are required to have current license to do business through the City of Monterey. If Vendor does not already possess a current business license through the City of Monterey, Vendor must apply for and receive a temporary business license through the City of Monterey - Revenue Division. If Vendor does not possess a valid and current business license through the City of Monterey, Vendor will not be selected for inclusion in the 59th Annual Castroville Artichoke Food and Wine Festival. **A copy of the City of Monterey's Application for Temporary License to Do Business is attached hereto for your convenience only, original to be sent to the address on the form.** Castroville Artichoke Festival, Inc.'s inclusion of this Application for Temporary License to Do Business form does not in any way imply or guarantee that the City of Monterey will issue the temporary business license applied for by Vendor. Vendors who are exhibiting only and not selling anything do not require a City Business License.
- 18. Health Department Regulations:** Vendors who will be serving food or food samples must comply with all Monterey County Department of Health requirements for operation of food booths. If the Health Department regulations are not met, the Health Department Inspector can impose a fine or SHUT DOWN YOUR OPERATIONS. If you have any questions in regards to a Health Permit, please call the Monterey County Health Department at (831) 755-4508. A copy of the Vendor's Health Permit must be provided to Castroville Artichoke Festival, Inc. immediately upon notice of acceptance as a Vendor. (Alternatively, if you have applied for a temporary health permit, a copy of your receipt for application from the Monterey County Health Department will satisfy registration requirements until the temporary permit is available.)
- 19. Food Waste Collection and Sustainability Policy:** As of April 1, 2016 California legislation (AB1826) requires food waste be collected separately for "recycling." The **Castroville Artichoke Food & Wine Festival**, in cooperation with the **Monterey County Fair & Event Center** and **The Offset Project**, is

Vendor Application Form - Page 5

### 59th ANNUAL CASTROVILLE ARTICHOKE FOOD & WINE FESTIVAL

P.O. BOX 1041 | CASTROVILLE, CALIFORNIA 95012 | web: [artichokefestival.org](http://artichokefestival.org)  
Toll Free Phone: 888-808-7707, ext 3 | Fax: 831-633-0485 | email: [artscrafts.artifest@gmail.com](mailto:artscrafts.artifest@gmail.com)

## VENDOR APPLICATION FORM

participating in this mandatory waste reduction and recycling policy for all exhibitors, vendors, and concessionaires. Vendors at this event are expected to comply with AB1826, and separate food waste from recycling and trash. Information about acceptable materials and food waste recycling will be provided to Vendors prior to the event. *Education and training will be provided to food vendors before the start of the event.*

- 20. Parking:** Space is extremely limited and Castroville Artichoke Festival, Inc. cannot guarantee that free parking spaces will be available to vendors. A limited number of RV parking spaces will be available on and/or near the festival grounds, at the rate of \$50.00 per day. The RV parking fee covers arrival by no earlier than 1:00 p.m. on Friday, June 1, 2018 and departure by no later than 6:00 p.m. on Sunday, June 3, 2018. If you must arrive or depart before or after these times, prior written consent and approval must be obtained from the County of Monterey and payment in the amount of \$50.00 per additional day may be required or assessed by the County of Monterey at its sole discretion. For further information, please contact the Monterey County Fair & Event Center Administration Office at (831) 717-7167, or visit their website at [www.montereycountyfair.com](http://www.montereycountyfair.com).
- 21. Non-Profit Organizations:** If your organization is a non-profit 501(c), you must provide documentation from the Internal Revenue Service to that effect with your application, including an affidavit of tax exemption. Non-profit vendors are not required to provide a California State Resale License or a City Business License.
- 22. Electrical Service:** Electrical power can be ordered for your booth through the attached **electrical request form**, and must be submitted along with payment with the vendor application, if power is required.
- 23. Wi-Fi/Internet:** Bandwidth is limited at the fairgrounds. Please inquire with your vendor coordinator at set-up time if Wi-Fi internet access is necessary.
- 24. Policy Changes:** Castroville Artichoke Festival, Inc. also reserves the right to make changes in the above policy as necessary.

### V. ACKNOWLEDGMENTS:

By signing this Vendor Application, I hereby agree that I have read and understand the requirements set forth above. I fully understand that my booth display must meet all Castroville Artichoke Festival, Inc. standards and conditions, or my booth display can and will be cancelled and removed from the 59th Annual Castroville Artichoke Food & Wine Festival, at the sole discretion of Castroville Artichoke Festival, Inc., for any failure to comply with the standards set forth above. I further understand and agree that there will be no refunds due to me for any such cancellation, and that I will be assessed a \$50.00 fee for each returned check.

I further acknowledge that signing and submitting this application in no way implies or guarantees that a booth space will be offered to me for the 60th Annual Castroville Artichoke Food & Wine Festival. I further understand that even should a booth space be offered to me, I am not entitled to any specific location or space to set up my booth display. Castroville Artichoke Festival, Inc. reserves the exclusive right to refuse any application, to place any booth or Vendor at a location of its choosing, or to relocate a booth and/or Vendor to any location at any time without advance notice.

Dated: \_\_\_\_\_,  
          Month/Day           Year

By: \_\_\_\_\_  
(Print Name of Person Authorized to Sign on Behalf of Vendor)

\_\_\_\_\_  
(Signature of Person Authorized to Sign on Behalf of Vendor)



# **59<sup>th</sup> ANNUAL CASTROVILLE ARTICHOKE FOOD AND WINE FESTIVAL**

June 2 and 3, 2018

## **RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT**

\* \* \*

This Release and Waiver of Liability and Indemnity Agreement (“Agreement”) is entered into between \_\_\_\_\_ (“Vendor”) (Print Vendor Business Name Here) and Castroville Artichoke Festival, Inc. (“CAFI”).

In consideration for participation in the 58<sup>th</sup> Annual Castroville Artichoke Food & Wine Festival, Vendor hereby agrees to the following:

1. Vendor releases and discharges CAFI from all liability for any and all loss and/or damage and any claims or demands therefore, on account of injury to any individual or property resulting from the Vendor’s participation in the 59<sup>th</sup> Annual Castroville Artichoke Food & Wine Festival.
2. Vendor agrees to indemnify and hold CAFI harmless from any loss, liability, damages, or costs, including attorneys’ fees, arising out of Vendor’s participation in the 59<sup>th</sup> Annual Castroville Artichoke Food & Wine Festival, whether caused by the negligence or willful act(s) of Vendor or any other person or persons.
3. Vendor hereby assumes full responsibility for all risk of bodily injury, death, or property damage relating to or arising out of Vendor’s participation in the 59<sup>th</sup> Annual Castroville Artichoke Food & Wine Festival.
4. Vendor further expressly agrees that the foregoing Agreement is intended to be as broad and inclusive as permitted by the laws of the State of California. If any provision of this Agreement is held by a Court of competent jurisdiction to be invalid, void, or otherwise unenforceable, the remaining provisions shall continue in full force and effect without being impaired or invalidated in any way.
5. Vendor has read and understands this Agreement and voluntarily signs this Agreement.

Dated: \_\_\_\_\_, Year \_\_\_\_\_ By: \_\_\_\_\_ (Print Name of Person Authorized to Sign on Behalf of Vendor)

\_\_\_\_\_  
(Signature of Person Authorized to Sign on Behalf of Vendor)





**SPECIAL EVENT**

**City of Monterey**

**APPLICATION FOR TEMPORARY LICENSE TO DO BUSINESS**

Please complete form with indelible ink

**COPIES, FAX, E-MAIL NOT ACCEPTED**  
Mail original form and payment to:

City of Monterey  
Revenue Division  
735 Pacific St. Ste A  
Monterey, CA 93940  
(831)646-3944

**BUSINESS LOCATION AND OWNER(S) INFORMATION**

BUSINESS NAME						(AREA CODE) PHONE	
BUSINESS LOCATION <b>(NO P.O. BOX)</b>	STREET & ADDRESS	STE/APT #	CITY	STATE	ZIP CODE		
MAILING ADDRESS (IF DIFFERENT)							
APPLICATION IS FOR A <input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> LLC/CORPORATION (IF CORPORATION, GIVE LEGAL NAME OF CORPORATION BELOW)							
NAME (Sole proprietor, Partner 1, or Corporation)		TITLE	ADDRESS			(AREA CODE) PHONE	
NAME (Partner 2)		TITLE	ADDRESS			(AREA CODE) PHONE	
EMAIL ADDRESS							

**BUSINESS INFORMATION**

NAME OF EVENT/FESTIVAL		DESCRIPTION OF BUSINESS ACTIVITY					
TODAY'S DATE	START DATE OF EVENT/FESTIVAL	END DATE OF EVENT/FESTIVAL	STATE LICENSE NUMBER (IF APPLICABLE)	TYPE OF STATE LICENSE (IF APPLICABLE)			
TYPE OF BUSINESS	<input type="checkbox"/> RETAIL	<input type="checkbox"/> PROFESSIONAL SERVICES	<input type="checkbox"/> MANUFACTURING	RESALE PERMIT NUMBER			
	<input type="checkbox"/> RESTAURANT	<input type="checkbox"/> MANUFACTURING	<input type="checkbox"/> OTHER (specify) _____				
WILL YOU USE ANY CHEMICALS OR FLAMMABLE MATERIALS?			<input type="checkbox"/> YES <input type="checkbox"/> NO	LOCATION OF WAREHOUSE FACILITY OR STORAGE LOCATION			
DOES YOUR BUSINESS MAKE MEDICAL MARIJUANA AVAILABLE FOR MEDICAL PURPOSES? <input type="checkbox"/> YES <input type="checkbox"/> NO							

**ADDITIONAL INFORMATION**

IS THIS A CHANGE OF OWNERSHIP?	<input type="checkbox"/> YES <input type="checkbox"/> NO	FORMER OWNER'S NAME
IS THIS A NAME CHANGE IN BUSINESS OR CORPORATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO	FORMER BUSINESS OR CORPORATION NAME
IS THIS A BUSINESS ADDRESS CHANGE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	FORMER BUSINESS ADDRESS

**EMERGENCY CONTACT**

<b>CONFIDENTIAL INFORMATION OFFSITE EMERGENCY CONTACT</b> (for use in Police or Fire emergencies only)	CONTACT NAME	FULL HOME ADDRESS	(AREA CODE) PHONE
	CONTACT NAME	FULL HOME ADDRESS	(AREA CODE) PHONE

**SIGNATURE OF APPLICANT**

PRINT FULL NAME BELOW	ESTIMATE OF RECEIPTS FROM EVENT
PRINT NAME HERE	\$
I CERTIFY UNDER PENALTIES OF PERJURY THAT THE CONTENTS HEREOF ARE TRUE AND CORRECT	
Signature	Title
	Date

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:  
• The Division of the State Architect at [www.dgs.ca.gov/dsa/Home.aspx](http://www.dgs.ca.gov/dsa/Home.aspx) • The Department of Rehabilitation at [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov) • The California Commission on Disability Access at [www.ccda.ca.gov](http://www.ccda.ca.gov)

**FOR OFFICE USE ONLY**

BUSINESS LICENSE NUMBER	SECTION NUMBER	LOCATION CODE	SIC	SB 1186			
				<b>\$1.00</b>			
TAX	DT	FRE	CR	NM	WH	PENALTY / REFUND / BAL DUE	TOTAL AMOUNT DUE
<b>\$26.00</b>							<b>\$27.00</b>
NOTES:							
TEMPORARY BUSINESS LICENSES ARE VALID FOR THE DURATION OF THE EVENT OR FESTIVAL							
DATE	NOTES:						