



PALOS VERDES  
**STREET FAIR**  
& MUSIC FESTIVAL

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June 10 & 11, 2023

VENDOR BOOTH APPLICATION

Palos Verdes Peninsula Chamber of Commerce  
4040 Palos Verdes Drive North, Suite 205 Rolling  
Hills Estates, CA 90274

## **Welcome to the 35th Annual Palos Verdes Street Fair & Music Festival!**

**The largest event on the Palos Verdes Peninsula, the Palos Verdes Street Fair & Music Festival attracts visitors from across the South Bay and provides direct access to the affluent Palos Verdes community.**

**Recognized as a high quality, family friendly event, the Fair features a variety of activities designed to appeal to a broad spectrum of visitors.**

### **Eligibility**

The Fair is open to artisans, crafters, retailers, nonprofits, commercial, and food vendors. We strive to present a variety of vendor categories and price points.

- **Entries are reviewed as they are received.** Applicants will be notified as quickly as possible. If accepted, you are required to remit/approve payment within three days. **Vendor Booth Space fees are nonrefundable.**
- Application does not guarantee acceptance into the event.
- **Vendors may pre-select their booth space!** As soon as your payment is processed, your space choice will be confirmed. This will be done on first come, first served basis... act fast to get your preferred space.

## Space Fees

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<i>Artisans and Crafters</i>	\$450
<i>Nonprofit</i>	\$450
<i>Boutique Retail</i>	\$550
<i>Commercial</i>	\$1225
<i>Food</i>	\$1700 includes electric

Vendors may pre-select your preferred space. A site map is attached . A limited number of End Spaces are available for an additional \$200. The End Spaces are clearly marked on the map. Also, please note that Row B are all double-sided spaces. As soon as your application is approved and your payment has been processed, we will confirm your space selection. First come, first served.

## **Application**

Submit the following:

- ☐ Completed Application - Submit all pages 4 - 12. Sign and date all pages.
- ☐ Four photos of your product/ booth display (food vendors: include menu); plus your URL and/or social media.
- ☐ Payment in full (Mail a check or include a signed credit card authorization form)

Vendor Booth Space Fees are nonrefundable.

By Mail:

Palos Verdes Peninsula Chamber of Commerce  
4040 Palos Verdes Drive North, Suite 205 Rolling  
Hills Estates, CA 90274

By Email:

[streetfair@palosverdeschamber.com](mailto:streetfair@palosverdeschamber.com)

**If you have any questions about the application process, please email us at [streetfair@palosverdeschamber.com](mailto:streetfair@palosverdeschamber.com) -This is the fastest way to get your questions answered.**

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**Initial & Date**

## Palos Verdes Street Fair 2023 - The Fine Print

**Hours:** All Vendor Booths (with the exception of Food Vendors) must be open for business from 10am to 6pm on both days. Food vendors are required to remain open for the entirety of the event: 10am to 10pm on Saturday, June 10 and 10am to 9pm on Sunday, June 11.

**Display Requirements:** All display and business interaction with customers must be conducted within the vendor's pre-assigned 10' x 10' space.

**You are responsible for providing your own canopy, tables, chairs, and display pieces.** It is suggested that you bring sandbags or weights to hold down the canopy in case of wind.

### **Vendor Categories Defined:**

Artisans & Crafters - You are the artist or crafter; original product you created.

Nonprofit-Your organization has IRS status as a nonprofit.

Boutique Retailer- You re-sell inventory that you have purchased or consigned from another entity ( including handmade products).

Commercial - Commercial vendors such as gyms, home products, home services, insurance, hotels & timeshares, etc.

**Courtesy to other Vendors:** Participants are not allowed to: hinder or interfere with another vendor's ability to display and sell: including loud music, use of a bullhorn or "hawking", blocking the pedestrian walkway either visually or physically, standing outside your 10x10 booth area, or any other hindrances; sell items other than what was juried and accepted; sell firearms, ammunition, toy guns, drugs or drug paraphernalia, vaping products or items with lewd or vulgar content; or sell goods or services from another vendor (one business per booth). Violators will be expelled from the Fair and booth rental fees will not be refunded.

**Electricity:** Electricity is included for Food Vendors located in the Food Court. We will provide shared 110v electricity within 50' of your space. *Both Food Vendors and vendors requiring electricity* will need to bring your own commercial grade extension cord along with duct tape/ gaffer's tape to securely tape down the cord. Any other vendor that would like electricity must select Row C and will be charged an additional \$100.00.

**Set-up and Parking:** Load-in instructions will be sent to you via email approximately one week prior to the event. All vendor vehicles must be unloaded and immediately removed from the Fair venue prior to booth set-up. All vehicles must be removed from the venue by 9:30am Saturday and Sunday.

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**Initial & Date**

**\*\*\*BACK BY POPULAR DEMAND: FRIDAY NIGHT LOAD-IN**

Friday Night Load-In is encouraged for any vendors who would like to set up early. Friday night load-in will be available from 6pm to 9pm. Saturday morning load-in will be available from 6am to 9am.

All Food Vendors in the Food Court Area are required to load-in on Friday evening between 6pm and 9pm.

Vendors are responsible for adhering to all local parking regulations.

**Security:** Overnight security is provided to monitor the venue on Saturday night. Participant's property is left at participant's individual risk. The Palos Verdes Peninsula Chamber of Commerce assumes no liability for lost, stolen or damaged property.

**Insurance:** Upon acceptance to the Fair, all participants are required to provide the Palos Verdes Peninsula Chamber of Commerce with a certificate of insurance. Details attached. Participants are responsible for their own liability, theft, and workers compensation insurance.

**Business License:** All Fair vendors are required by the City of Rolling Hills Estates to have a current business license. If you do not have a current Rolling Hills Estates business license, please remit an additional **\$40** with your application and we will handle all the paperwork for you. (The Business License Fee for 501c(3) nonprofit organizations is \$4.) This is a requirement from the City of Rolling Hills Estates and does not benefit the nonprofit Chamber of Commerce in any way.

**Other Regulations:** Participants are responsible for their own licenses and permits. Sales tax collection and payment to the State of California is the responsibility of the participant. All vendors are required to follow the municipal code and laws of the City of Rolling Hills Estates, the County of Los Angeles and the State of California.

**SPECIAL INFORMATION FOR FOOD VENDORS (including prepackaged food vendors):**

Any vendor selling ANY food item (including prepackaged goods) are REQUIRED BY LAW to obtain a Los Angeles County Health Department Permit. Permits can be obtained from the Los Angeles County Department of Health located at 20221 Hamilton Avenue, Torrance, CA 90502. Phone: 310-965-8900. Office hours are Monday through Friday 8am to 4pm. Health permit applications submitted less than 14 calendar days prior to the start of the event will be subjected by the County to an expedited processing fee, equal to the greater of \$50.00 or 25% of the permit fee. Fees must be paid upon submission of the application. Payment must be made at the local Health Department office by Check, Cashier's Check, Cash or Money Order. CREDIT CARDS ARE NOT ACCEPTED. For a schedule of fees, go to

<http://www.lacountypublichealth.gov/eh/docs/Events/EventFeeSchedule.pdf>

All Food Vendors are required to submit a copy of their LA County Health Department Permit to us at: [streetfair@palosverdeschamber.com](mailto:streetfair@palosverdeschamber.com)

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**Tear-down and Clean-up:** Participants are expected to remain open for business until 6pm. However, vendors are welcome to stay open as late as you'd like. Food vendors ARE expected to remain open until 10pm Saturday and 9pm Sunday.

Event Security staff will determine when it is safe for cars to enter the venue on Sunday evening. Therefore, you should plan to cart out any merchandise or display materials should you wish to leave starting at 6pm. Note that cars will not be allowed on the property on Saturday evening.

Participants are responsible for clean-up of their space. Trash receptacles are provided within the venue. Dumping of any sort (oils, grease, coals, trash, etc.) onto streets, sidewalks or drains is prohibited.

**FOOD VENDORS:** A security deposit of \$150.00 is required from all Food Vendors in the event there is dumping near your booth. You are required to remit a separate \$150.00 check payable to: Palos Verdes Peninsula Chamber of Commerce. This check will be shredded after the event if your area is clean and there is no nearby dumping of trash, oils, left-over food, etc. Otherwise, your security deposit will be used for site clean up.

**Promotion:** Participants are expected to promote the Fair to your followers. Share your excitement about being a part of this amazing event and everyone benefits! **#pvstreetfair** Vendors who post and tag us will be entered into a drawing for a special prize. And we will REPOST your posts for added publicity for you!

*Thanks for reading through "The Fine Print". We know you share our desire to have a safe, fun and profitable Fair for all our vendors and Fair goers!*

*Again, for any questions please email us at [streetfair@palosverdeschamber.com](mailto:streetfair@palosverdeschamber.com) and we will respond as quickly as possible!*

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**Initial and Date**

# IMPORTANT INSURANCE INFORMATION

**All Vendor Participants (no exceptions) must provide the Palos Verdes Peninsula Chamber of Commerce with a Certificate of Liability Insurance with the following criteria:**

General Liability:	\$1,000,000 per occurrence \$2,000,000 aggregate
Commercial Automobile: Insurer Rating:	\$1,000,000 Combined Single Limit AM Best Rating of no less than A- VII

**The following entity will need to be named as additional insured:**

Palos Verdes Peninsula Chamber of Commerce  
4040 Palos Verdes Drive North, Suite 205  
Rolling Hills Estates, CA 90274

- Do not submit your certificate until you have received approval from the jury.
- **All certificates must be submitted to the Palos Verdes Peninsula Chamber of Commerce no later than May 31, 2022.**

**Should you need insurance coverage for the event, we have included for your convenience links to purchase vendor insurance. Note that you are free to use the provider of your choice. This does not constitute the Chamber's endorsement of any broker or insurer.**

<https://www.actinsurance.com/>

<https://americanspecialtyexpress.com/programs/special-events/concessionaires-exhibitors-vendors-insurance>

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**Initial and Date**



## Vendor Application



Business Name (include DBA):

Your Name:

Address:

City:

State

Zip

Day Phone Email

Cell

Phone

Website

### Category (check one)

- ☐ Artisan or Crafter - handmade by YOU the artisan/exhibitor, original product you created
- ☐ Nonprofit, civic or government agency
- ☐ Boutique Retailer - an individual proprietor/exhibitor who is reselling products purchased/consigned from someone else (including handmade products)
- ☐ Commercial - examples include home improvement, financial services, vacations, chain stores, telecommunications, health clubs, etc.
- ☐ Food

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*Artisans and Crofters* | \$450

*Nonprofit* \$450

*Boutique Retail* \$550

*Commercial* \$1,225

*Food*, \$1,700

**Booth Price**

\_\_\_\_\_

**Add \$200 for End Space**

\_\_\_\_\_

**Add \$40 for City Business License**

\_\_\_\_\_

**OR Add \$4 for City Business License Nonprofit**

\_\_\_\_\_

**\$100.00 for Electricity ( nonfood vendors )**

\_\_\_\_\_

**Total Total Due \$** \_\_\_\_\_

**Food Vendors must remit a separate Security Deposit of \$150.00 by check.**

**Vendor Booth Space Fees are nonrefundable.**

List the Space you want: \_\_\_\_\_

Describe the products and/or services you plan to sell. Food vendors please include a menu. Include price range.

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Please include Four Photos of your merchandise and/or booth display.

URL or Social Media \_\_\_\_\_

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**Initial and Date**

### **APPLICATION CHECKLIST**

- ☐ Application completed in full (page 4 - 12)
- ☐ Four good quality photos (not returned)/ menu for food vendors; URL and Social Media
- ☐ Payment (check or signed credit card authorization)
- ☐ I have read the "Fine Print" and agree to comply with all event rules and municipal regulations
- ☐ I have read the "Important Insurance Information" page and agree to submit compliant insurance certificate within the deadline
- ☐ If I do not comply with the event regulations, I understand that I may be removed from the event without recourse or refund.

Vendor Booth Space Fees are nonrefundable. By signing as the Authorized Participant below, I acknowledge and understand that all Vendor Booth Space Fees are nonrefundable.

Name of Authorized Participant \_\_\_\_\_

Signature of Authorized Participant \_\_\_\_\_

Date Submitted \_\_\_\_\_

**Send completed applications to the Palos Verdes Peninsula Chamber of Commerce:**

By Mail: Palos Verdes Peninsula Chamber of Commerce  
4040 Palos Verdes Drive North, Suite 205  
Rolling Hills Estates, CA 90274

By Email: [streetfair@palosverdeschamber.com](mailto:streetfair@palosverdeschamber.com)



### **CREDIT CARD AUTHORIZATION**

Please complete all information below to pay by credit card.

Application will not be reviewed and processed without payment in full.

Payment/Authorization Information Type of

Card:

Name on Card Card

Number Expiration

Date

Amount Authorized

Note: We will call you to obtain the security code.

#### **Cardholder Billing Information**

Company Name

Cardholder Name

Billing Address

Zip

City

State

Phone#

Email Address (for Credit Card  
Receipt)

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

All Vendor Booth Space Fees are NONREFUNDABLE.



# STREET FAIR MAP



- Legend**
- Corner sponsor booths
  - Premium end booths
  - General booths
  - Food booths
  - Community resource booths

