

30th Annual
Santa Barbara French Festival
July 14th & 15th, 2018

Oak Park, Santa Barbara
VENDOR INFORMATION AND RULES

Please read this document before completing the Vendor Application

PRODUCERS: The French Festival is a joint project presented by Center Stage Theater and Speaking of Stories, two Santa Barbara non-profit arts organizations, all proceeds benefit these two organizations.

FRENCH THEME: The French Festival is a celebration of French culture and all its influences around the world. Our goal is that all of the entertainment, food, products and services offered at the Festival have a French cultural connection. This includes the wide variety of cultures that have French origins and historical connections, our offerings go far beyond crepes and can-can to reflect that wide global impact that the French culture has had. This includes Cajun, Creole, Vietnamese, West African, French Polynesia, art, fashion, the list goes on and on.

HOURS: The French Festival runs Saturday and Sunday July 14 & 15, 2018 from 11 am to 7 pm. Vendors must attend their booth for the full Festival time for both days. Booths must be set up by 10:30 am on Saturday and all vehicles must be out of the Park by 9:00 am. Food Vendors must be ready for Health Department inspection by 9:00 am Saturday.

LOCATION: The Festival is held at Oak Park, at 300 W Alamar Santa Barbara.

DEADLINE & APPLICATION REQUIREMENTS: All vendor applications must be submitted by **June 15, 2018**. Complete applications received by **May 1, 2018** are eligible for Early Registration rates, as listed in the Vendor application. To qualify for this Early Registration rate your application with **FULL PAYMENT and ALL ATTACHMENTS** must be RECEIVED by MAY 1, 2018. A late fee of \$150 will be applied to any application received after **June 15, 2018**.

- Submission of an application does not guarantee acceptance into the Festival.
- Payment will not be processed unless your application is accepted, and all fees are non-refundable once your application has been accepted. (If you register and pay online then your registration fee will be refunded if your application is not accepted.)
- All applications must include:
 - A completed and signed Application Form
 - A check or credit card payment for the full amount of all registration fees, including the Temporary Food Facility Fee (Food Vendors Only) and One Day Vendor License Fee. Checks should be made payable to **Center Stage Theater**. A \$30 fee will be charged for any returned checks.
 - If you pay with a credit card with an online or mail in registration please note that the charges will appear on your credit card as **CENTER STAGE THEATER** not **FRENCH FESTIVAL**. Do not decline these charges when they appear on your credit card statement, if you do you will be charged for any associated fees incurred.
 - **A separate check for a \$100 Security Deposit**. (This check will only be processed if your space is left unclean or any other of the Festival guidelines are violated. The check will be shredded following the Festival provided that you have a clean final site inspection and all other guidelines have been followed. If there is a problem with the way you have left your

booth space, you will be notified that your check will be retained and deposited.)

- A **completed** County Temporary Food Facility Permit application (Food Vendors)
- A **completed** City of Santa Barbara Application for Special Event or One Day Vendor's License
- A **completed** State Board of Equalization Special Events Certification Form (These forms can all be found on the French Festival website)
- If you register online all of the above listed paperwork is still required and must be submitted by fax, email or mail before your application can be considered.
- To qualify for the Early Registration discount FULL PAYMENT and all paperwork, other than insurance, must be received by MAY 1.
- To avoid being charged the \$150 late fee, FULL PAYMENT and all registration forms and attachments (other than insurance) must be received by JUNE 15.

INSURANCE: Vendors must obtain Liability Insurance for the event listing Center Stage Theater and Speaking of Stories as additional insured with a minimum of \$1,000,000 comprehensive general liability. A copy of the additional insured endorsement must be received no later than July 1.

BOOTH ELECTRICITY: Electricity is not provided as part of your basic booth configuration. Outside generators are not allowed. All power allowed in the park, including from any portable generators must be approved as part of our electrical permit.

Power may be purchased at the following rates:

Power Level 1 \$50 - 110 volt, 200 watts (no more than 5 amps total)

Power Level 2 \$150 - 110 volt, 2000 watts (no more than 20 amps total)

Power Level 3 \$200 - 110 volt, 4000 watts (Two 20 amp circuits, no more than 40 amps total)

Power Level 4 \$250 - Special needs above Level 3, contact us to arrange specifics

- Prior to the Festival you will be required to provide a **complete list of electrical equipment**, including the amps required for the equipment. The items included on the list that you provide will be the only equipment that we provide power for at the Festival. Please be complete and accurate in calculating your power needs.

- **Providing adequate and reliable power at the park is one of the largest challenges we face in mounting the Festival. We employ two very skilled electricians to help us with the Festival electrical issues and honestly they work like crazy to keep everything running smoothly. Having an honest and accurate accounting of the power you need will help us adequately prepare and therefore hopefully minimize the challenges at the event.**

- Vendor is responsible for providing extension cords and mats to cover the cords if they cross a pathway.

- **PLEASE NOTE: Electrical service which is not pre-ordered may not be available, and will be charged at double the above rates.** On the opening day of the Festival, after all pre-arranged electrical service is taken care of non-prearranged requests will be considered.

GARBAGE AND RECYCLING: Vendors are responsible for disposing of their waste in appropriate dumpsters, which we will provide. You are responsible for providing garbage containers within your own booth, and for emptying them to the garbage and recycling dumpsters provided. There will be one large roll off dumpster for trash on the Eiffel side of the park near, this is the green rectangle on your map near the Accordion stage. There will be smaller dumpsters for recycling on both sides of the park in the regular park trash areas. They are indicated on your map with the blue rectangles and will also have signage. If you have small amounts of trash or recycling during the weekend you are welcome to use the receptacles we will have out and around the park, but please only use them if there is space in them. **DO NOT PILE TRASH OR RECYCLING AROUND OR NEAR** the various containers. If they are full take the trash you have to one of the dumpsters or to another can. There

will be a crew emptying the garbage and recycling bins around the park through the weekend. Leaving garbage bags or other refuse at your booth space or piling them around a small garbage can will be grounds for forfeiting your cleaning deposit.

NO SPIKES IN THE GROUND OR TIEING TO TREES: You may not place spikes into the ground as part of your setup, or otherwise. Also nothing can be hung from or tied to any trees. The Parks Department strictly enforces this rule.

The City requires that generators, BBQ's and grills must have plywood under them whether they are on turf, asphalt or pavers. This requirement is enforced by City Park monitors who will be present in the park throughout the Festival. If you are not in compliance they have the power to shut down your booth. If the park monitor shuts down your booth your vendor fees will not be refunded.

BEVERAGE SALES: You may not sell or distribute any alcoholic beverages. Food Vendors who pay the \$250 Beverage Fee are permitted to sell non-alcoholic beverages other than Perrier, Orangina and Lemonade. Food Vendors who have not paid the \$250 Beverage Fee are not allowed to sell any beverages. Non-food vendors are not allowed to sell or distribute any beverages or food items. Festival staff will be checking to make sure this rule is followed, violating it is grounds for having your booth closed down without a refund.

RAIN OR SHINE: The French Festival will not be cancelled due to weather, unless safety becomes an issue.

TEMPORARY FOOD FACILITY APPLICATION: For Food Vendors -- your application must include a completed Santa Barbara County Health Department Temporary Food Facility application along with the application fee. Santa Barbara County Health Department's temporary food facility (TFF) guidelines may be viewed and downloaded at www.sbcphd.org/ehs or on the French Festival website Vendor page. Note: mobile food facilities permitted by SB County do not need a TFF permit.

Non-Profits: Your non-profit tax ID number must be provided with your TFF application in order for the TFF fee to be waived.

ONE DAY VENDOR LICENSE: All merchants, service, & food vendors must have a One Day Vendors License for each day of the Festival. A One Day Vendors License application should be submitted with your application along with payment and we will submit it to the City. Information on the One Day Vendor License can be found on the French Festival website vendor page or at: http://www.santabarbaraca.gov/Business/Business_License/Additional/

VALID SELLER'S PERMIT: Due to a new law the State Board of Equalization is now requiring Festival operators to document, in writing, the seller's permit status for all vendors who sell at our event. We cannot rent space to sellers unless we have verification that they hold a valid seller's permit or verification that they are not required to hold a seller's permit. In order to comply with this new law all vendors will need to complete the Swap Meets, Flea Markets, or Special Events Certification form along with their application. This form can be obtained on the French Festival website.

BOOTH SPACE: Once your application has been received, along with all required materials (including full payment) and has been accepted by the French Festival, we will reserve booth space for you at the Festival. Booth assignments will be made by the Festival. The application form has a place where you can pay extra to submit a special request regarding placement. We do not guarantee that we can accommodate all requests, if we cannot then the Special Request Fee will be refunded. This, however, will not refund your full Registration Fee. Each booth space

measures approximately 10' x 10', and you must confine all of your business to this assigned space. If you need additional space beyond 10x10 then you will need to purchase additional space for your booth. Event personnel will inspect the venue daily to monitor compliance with space dimensions. It is mandatory that you keep your items within your booth space or you will be removed from the festival without a refund.

Nothing can be staked into the lawn or dirt and signage cannot be hung from trees.

Booth Space only is provided. Vendors are responsible for providing their own canopies, tables, chairs and all other materials. Vendors are responsible for setting up their own booths. Volunteers and staff are not available to assist with unloading or setting up booths.

SET UP AND TEAR DOWN:

Vehicle access to the park is very limited and will be closely monitored by Festival Staff at all times. Compliance with the instructions of the Festival Staff is required, and will help make everything move much more smoothly for everyone. Set-up times will begin on Friday 7/13. With your final confirmation you will be given a time set-up window and it is very important that you arrive during this window. During both Set-up and Tear-Down cars will need to be in the space for as short a time as possible. Please drive to your location, unload and then take your vehicle out of the park before returning to set up.

Set Up: All vehicles must be removed from the park by 9:00 Saturday morning. Your booth should be set up and ready for sales by 10:30 Saturday morning.

Inspection: Food booths must be ready for a County Health Department inspection by 9:00 am Saturday July 14. You may not begin selling until you have received clearance from the Health Inspector. Please note that no refunds are available if you are shut down by the health inspector or any city or regulatory agency due to compliance issues.

Tear-down: The Festival ends at 7:00 pm Sunday July 15 and load-out begins as soon as spectators have cleared the festival grounds. Vehicles will be allowed back in the festival grounds once Festival Staff determines that the crowd has cleared enough for this to be safe. Vehicle access to the park for tear-down will be monitored by Festival Staff. Driving access to the park is very limited, please plan to have your vehicle inside the park for as short a time as possible.

Clean-up requirements and fee policy: At the conclusion of the event one of our representatives will inspect your vendor space and if it is cleaned to satisfaction of the French Festival, all rentals are returned properly, and you have complied with ALL TERMS AND CONDITIONS, your security deposit will be shredded. **If your booth space is found in an unacceptable condition upon leaving (this includes food remnants, wrapper tags, garbage or stains), you forfeit your \$100 cleaning deposit and the payment will be retained.**

Overnight Security: Overnight security will be provided Friday and Saturday night. However, please note: we cannot take responsibility for lost or stolen items. Please plan to secure your possessions and remove all valuables Saturday night.

Weather/Wind: Please note this is an outdoor festival subject to dew, fog, wind, sun and weather in general. Center Stage and Speaking of Stories are not responsible for damaged materials related to inclement weather. Please secure and cover all your items before leaving

for the night. This includes weighing down items that may be blown about.

THE NITTY GRITTY:

The French Festival reserves the right to remove any vendor anytime before or during the event in cases where: The vendor is guilty of improper conduct; work is improper for family viewing; a vendor hinders or encumbers another display or another vendor's ability to properly exhibit; a vendor attempts to sell work other than what was indicated on your application. Vendors are strictly prohibited from allowing other vendors to sell goods from their assigned space. In order to maintain the orderly movement of the crowd, all sales, leafleting, sampling, conducting demonstrations, distributing written materials and any other commercial, promotional and charitable solicitation activities must be within the participant's pre-assigned display space. No sampling of food items without prior permission from the Festival. Your booth activities cannot interfere with the orderly and safe movement of the crowd and shall not overflow into the neighboring display spaces. Engaging in activities at any location other than the pre-assigned space is grounds for removal from the Festival. The French Festival obtains a permit from the City of Santa Barbara for the event, and this permit sets out certain rules by which we must comply. Any exhibitor, merchant, or vendor who does not comply with event regulations will be required to vacate the entire space without a refund.

*If you have questions contact Nathan Quinney or Teri Ball at
Frenchfestival@sbcoxmail.com or 805-963-8198*

*Applications can be submitted:
- digitally* to frenchfestival@sbcoxmail.com*

- by fax to 805-963-8198

- by mail to Center Stage Theater 751 Paseo Nuevo Santa Barbara, CA 93101

You can submit your application and pay online at FrenchFestival.com, and then submit your additional paperwork through one of these methods.

****For digital submissions we will not accept photos of the documents taken with your phone. These do not come through clearly and are extremely difficult to read.***