



Official use only: Date received \_\_\_\_\_

\_\_\_\_Approved \_\_\_\_Not Approved

**2023 Vendor APPLICATION**

**Saturday, June 3, 2023**

**12:00 – 7:00 p.m.**

***We encourage booth décor and vendors present a Western theme***

Company Name: \_\_\_\_\_ DBA (if applicable): \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Owner's Name: \_\_\_\_\_  
Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Website: \_\_\_\_\_

All applicants must provide a complete detailed description of goods to be sold or displayed including items to be distributed as “free.” If additional space is required, please attach an additional sheet. **ABSOLUTELY NO** chemicals, compressed gasses or other flammable substances are permitted. *Wild Oaks Country Music Festival* reserves *the* right to select only those items that will be allowed to be sold. If offering food/drink/candy, anything that is eaten, vendor must also submit a current **TFF from the Ventura County Health Dept.** [www.ventura.org/rma/envhealth](http://www.ventura.org/rma/envhealth) and be ready for inspection prior to event opening.

**Booth and merchandise description:** \_\_\_\_\_  
\_\_\_\_\_

**Submit 3 pictures of crafts/merchandise with application.**

**Insurance:** Certificate of Insurance must name, Wild Oaks Country Music Festival, The City of Thousand Oaks, CRPD, CVUSD, Rotary Club of Westlake Village, Event Essentials and GoBeDo Productions, Inc. as **Additional Insured** as respect all operations performed at the Wild Oaks Country Music Festival, June 3, 2023 which includes set-up and take down. The certificate address should read: **Westlake Rotary RC, WOCMF, 172 Devia Drive, Newbury Park, CA 91320**

**Vendors:** Booth spaces are assigned on first come first serve basis. Vendors supply own 10’x10’canopy. Canopies must be tethered at all times against high winds. Each booth is required to secure their space, décor and merchandise. Wild Oaks CMF takes no responsibility for security of booth merchandise.

**Booth Fees:** 10’x 10’ space **\*\$250 each** # of Booths: \_\_\_\_\_ Cost: \_\_\_\_\_  
All vendor booths are set in 4 packs, with two sides open.

Electric is **NOT included**; 220V outlets can be provided for: \$50 per booth # of Outlets: \_\_\_\_\_ Cost: \_\_\_\_\_  
Total: \_\_\_\_\_

**\*application packet and payment must be received by 5/1/23 thereafter booth fee is \$450 while supplies last**  
Vendor registration and payment is online at: [www.WildOaksCMF.com/Vendor](http://www.WildOaksCMF.com/Vendor)

**Clean-up of booth area MUST be complete prior to leaving site at end of event. If booth is untidy and trash left, vendor will be banned from future WOCMF events. All trash must be removed and placed in designated trash area.**

**By affixing my electronic signature, the vendor acknowledges that they have read and understand the terms of the “Vendor Agreement” and agree to comply with the terms contained therein.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name



## 2023 Vendor Terms & Conditions

*It is encouraged that booth décor and vendors dress in Western theme*

**Booth Size:** Each booth space is 10' x 10'

**Displays:** All displays must be contained within the booth space. All selling and solicitation must occur *within* the booth space. **NO EXCEPTIONS!** All aisles are to be kept clear. No offensive materials, products, noises are to be displayed and/or sold. All music, TV, radio and film noise must be contained within the vendor's booth. WildOaksCMF Vendor Chair retains *the* sole right to determine the applicability of any products, services, materials, displays, sounds and other items. Possession, sale, or use of drugs, illegal substances, or weapons of any kind are expressly prohibited. Vendors agree to abide by the decision of the Vendor Chair Person, whose decision is final.

**Electrical:** **Electric is not included with booth fee.** Outlets may be purchased at the time the application is submitted. Booths that use or have displays that exceed the purchased electrical will be required to reduce their electrical needs to conform to the purchased amount.

**Equipment:** All equipment, canopies, table covers, décor, must be provided by the vendor. All booths **MUST BE TETHERED** and secured against hi winds.

**Security:** The WOCMF and its committees will not be responsible for theft or loss of vendor property. It shall be the vendor's sole responsibility to secure and protect their merchandise and property.

**Access:** Each booth will be provided with one (1) vehicle pass to allow on-off site access before and after show hours only and access to a designated parking area. **ABSOLUTELY NO PARKING ON SITE.** Each booth will receive three (3) entry gate passes for personnel. Additional passes may be available based on proof of need. All booth personnel will be required to have a pass to enter the event gates.

**Staffing:** Booths are required to be staffed at all times during the event hours. Booth representatives must stay within their booths to sell or promote products and/or services. Vendors must have permission to touch any patron, customer any other individual. Failure to staff a booth at any time during event hours will result in being banned from future WOCMF event.

**Space Assignment:** Booth spaces will be allocated on a first come, first-served basis by the Vendor Chairperson. Coordinators will attempt to honor all space requests. Vendors will be notified of their space assignment(s) upon check-in June 3<sup>rd</sup>. All space decisions are final. The Vendor Chairperson maintains the right to limit the types of services and goods of vendors. Such decisions may supplant the allocation of booth space and the order in which applications are received. All decisions are final.

**Cleaning:** Booths must be free of all litter, stock boxes and trash. Booth must be completely empty within two hours after closing. Failure to maintain a clean and staffed booth will result in being banned from future WOCMF events. The Vendor Chair or approved team members will inspect each booth prior to leaving the site. Vendors must sign the check-out log to be eligible for future WOCMF events.

**Fire Ordinances:** The Ventura County Fire Department states that **SMOKING AND/OR VAPING IS PROHIBITED** inside the booths and throughout the WOCMF site at any time. No flame, or chemicals, compressed gas filled balloons, or other flammable substances are permitted. All Fire ordinances will be strictly enforced. **Violators will be removed from the premises.**

**Health Permits:** All vendors selling or providing food or drink must comply with the requirements of the *Ventura County Department of Environmental Health.* All such vendors shall, at their own expense, obtain all necessary permits prior to opening and shall furnish a copy of such permit with their application. The **final deadline** date to submit a food vendor list to the County of Ventura Health Department is **April 1, 2023. No Exceptions.** Failure to secure and provide a permit for such products will result in a denial of their application. No food or candy can be sold or given away without prior approval of the Vendor Chair Person. All decisions are final.

**Other:** Authorized automobiles on display will contain no gasoline or batteries.

**Permits:** Craft Vendor is responsible for and must show proof of all current applicable licenses and permits, including a valid sellers permit.

Food vendors must email a current permit issued by the Ventura County Health Department to: [mcgobedo@gmail.com](mailto:mcgobedo@gmail.com)

This event is in Ventura County. **Only a Ventura County Health Permit will be accepted.**

**Insurance:** Vendor must obtain and provide proof of General Liability insurance naming the following as Additional Insureds on the Certificate of Insurance:

**Rotary Club of Westlake Village  
City of Thousand Oaks  
CRPD  
CVUSD**

**Certificate Holder:**

Rotary Club of Westlake Village P.O. Box 3331, Westlake Village, CA 91359  
Limits of coverage: \$1,000,000 Per Occurrence  
\$2,000,000 Per Aggregate

Please email a copy of the Certificate of Insurance to: [mcgobedo@gmail.com](mailto:mcgobedo@gmail.com)

If you need to obtain an insurance policy for the day of the event, please check:  
<https://www.insurancecanopy.com> or  
[www.KandKinsurance.com](http://www.KandKinsurance.com)

**DAY-OF-EVENT INSTRUCTIONS**

Final instructions regarding the day-of-event check-in, event area map, a schedule of events, specific instructions regarding load-in and load-out, and vehicle parking will be emailed to you approximately two weeks prior to event.

**CANCELLATION POLICY**

No refunds will be given for vendor cancellations. The event will take place rain or shine and will not be cancelled due to weather. No refunds will be given due to inclement weather. If the Rotary Club of Westlake Village is forced to cancel this event due to government mandate, your vendor fee will be rolled over to the next scheduled date for the event.

If you have questions or need additional information, please do not hesitate to email us: [info@wildoaksCMF.com](mailto:info@wildoaksCMF.com)