



# Moorpark Country Days Street Fair Vendor Information & Application

*The Moorpark Chamber of Commerce and the City of Moorpark are pleased to present Moorpark Country Days 2021, featuring Moorpark's Premier Parade and Street Fair. We invite you to participate in this fun family celebration.*

## GENERAL INFORMATION:

**Event date is Saturday, October 2, 2021.**

The event will take place on Moorpark's Historic High Street between Moorpark Ave. and Spring Rd. The parade begins at 10:30 a.m. The street fair runs 9:00 a.m. to 4:00 p.m. Admission is free.

## APPLICATIONS AND CONFIRMATION:

Completed and signed application forms, along with entry fees and insurance documentation can be mailed to:  
c/o Moorpark Country Days  
Moorpark Chamber of Commerce  
18 E. High St. • Moorpark, CA 93021

Make entry fee checks payable to Moorpark Chamber of Commerce.  
Registrations are on a first-come, first-serve basis until all spaces have filled.  
No application will be accepted until all **FEES and PAPERWORK** have been turned in.

**Applications are due on or before September 1, 2021**  
**After September 1, 2021, add \$125 late fee to all entry fees.**  
**No applications will be accepted after September 20, 2021.**

All vendors will receive an email approximately seven days prior to the event. Email will include site maps, parking instructions, booth assignments and any special notices.

## AMENITIES:

Booth spaces are 10' x 10' and accommodate one canopy. No storage is available to vendors.

VENDORS must supply their own tables, chairs, canopies, wind weights, displays, signs, receipts, cash bank, change, etc. There are NO SUPPLIES available from organizers.

Parking for vendor vehicles will be available in the designated South MetroLink Lot





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Business/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### PAYMENT INFORMATION:

Booth Fee – **Application & Fees Due by September 1, 2021** \$ \_\_\_\_\_

Booth & New Chamber Membership (for up to 8 employees) \$445

Attractions, Businesses, and Commercial Vendors: \$350

Moorpark Chamber Members \$175

Arts and Crafts Vendors: \$175

Pre-Packaged Food Vendors: \$175

Non-profit Organizations: \$100

**After September 1, 2021, add \$125 for all entry fees** \$ \_\_\_\_\_

**After September 20, 2021, absolutely no applications will be accepted.**

Additional Booth Space or Attraction \$ \_\_\_\_\_

Number of spaces/attractions: \_\_\_\_\_ @ \$75 each

Food Vendors application & fee \$350 / Moorpark Chamber Members \$175 \$ \_\_\_\_\_

**Applications will NOT be accepted after September 1, 2021**

No charge for extra space mandated by the Health Department Rules.

Insurance \$ \_\_\_\_\_

\$100 for all vendors without their own coverage

**TOTAL AMOUNT DUE:** \$ \_\_\_\_\_

Check Enclosed (Payable to Moorpark Chamber of Commerce )

We also accept credit cards: Visa  MasterCard  AMEX

Card Number \_\_\_\_\_ Name on Card \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVC \_\_\_\_\_ Signature \_\_\_\_\_

Billing Address: \_\_\_\_\_





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Portable toilet facilities will be available for use by vendors and the general public.

No electrical access will be available. Vendors need to provide their own generators.

**Vendor check-in will be on Saturday from 7 to 8:30 a.m.** Vendors may not check-in or begin set-up prior to or after this time. Set up **MUST** be completed and all cars off the street by 9 a.m.

Clean-up and removal of booths and exhibits will begin at 4 p.m. (No early removal will be allowed) Clean up must conclude by 5 p.m. The Country Days Committee does not accept any liability for missing or damaged items.

## LIABILITY INSURANCE REQUIREMENT FOR VENDORS:

**All vendors must have a minimum of \$1,000,000 general liability insurance coverage. Moorpark Chamber of Commerce and the City of Moorpark MUST be named as additional insured.**

**A current certificate of insurance (such as ACORD25-S) and additional insured endorsement must be included with this application.**

Vendors with employees must also provide a copy of their worker's compensation insurance.

Vendors who do not carry insurance may purchase insurance by checking the insurance box on the vendor application. The fee is \$100 for all vendors. Please include insurance payment with your application.

## EVENT CANCELCATION AND EXCLUSION FROM EVENT:

This event is subject to inclement weather. The Moorpark Country Days Committee reserves the right to cancel the event under extreme weather conditions and will not accept any responsibility for goods damaged due to inclement weather. Event will not be rescheduled. In order to maintain the integrity and family atmosphere of our event, The Country Days Committee reserves the right to exclude any vendor on the day of the event. Vendors displaying offensive or vulgar signs, display, or any other materials will be removed from the event. Please be aware that refunds and/or credits for vendor fees NOT available.

Vendors **MUST** stay within their assigned spaces. **NO** street distribution is permitted. Failure to comply will result in removal from event.





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## CONTACT INFORMATION

If you have any questions regarding the event please contact us at:  
[Info@MoorparkChamber.com](mailto:Info@MoorparkChamber.com) • (805) 529-0322

## TEMPORARY FOOD FACILITY (TFF) REQUIREMENTS PROCEDURES FOR FOOD VENDORS

Only food vendors with proper health permits may have food at their booth. All others will be asked to remove food items.

Vendors are solely responsible for complying with health code requirements. Violations of the health codes may result in closure by the County. Moorpark Country Days is not responsible in the event of vendor closures.

If you require a 3-compartment sink, you are responsible for the rental, pick up and delivery arrangements. NO FREE SINK will be available.

Vendors must submit a completed TFF application (attached) with a check for health applicable fees to:  
The Moorpark Chamber of Commerce with their application by **September 1st**.

A copy of Health Certification for at least one attendee **MUST** also be included.





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## HOLD HARMLESS

I, the undersigned, and on behalf of all members, employees, volunteers, and all other persons associated with the above referenced business or organization, am voluntarily participating in Country Days. I understand that such participation does not establish or imply an employer-employee or an agency relationship with Moorpark Chamber of Commerce, A nonprofit organization and the City of Moorpark. As a participant in this activity I hereby **AGREE TO DEFEND, INDEMNIFY, HOLD HARMLESS, RELEASE AND FOREVER DISCHARGE** Moorpark Chamber of Commerce and the City of Moorpark, from any and all acts of negligence and all claims and demands whatsoever, which the undersigned, any third person, or any persons acting under their behalf, have or may have against Moorpark Chamber of Commerce or the City of Moorpark, by reason of any accident, illness, injury to or death of any person or persons, or damage to or loss or destruction of any property arising or resulting directly or indirectly from participation in Moorpark Country Days and occurring during said participation, or any time subsequent thereto. The terms of this release will serve as a release and assumption of risk for my heirs, executors and administrators and for all of my family members. I, the undersigned, realize that all fees are non-refundable. I understand that this is an outdoor activity and that the Moorpark Chamber of Commerce and the City of Moorpark will not accept any responsibility for goods damaged due to inclement weather. The Moorpark Chamber of Commerce and the City of Moorpark do not provide insurance coverage of any kind for any event participant. The Moorpark Chamber of Commerce and the City of Moorpark strongly recommend that appropriate insurance be obtained by each participant. I, the undersigned, in consideration of the request and permission to participate in Moorpark Country Days, hereby assume full responsibility for all risk of injury or loss that may result from my participation. I, the undersigned, grant to the Moorpark Chamber of Commerce and City of Moorpark at their discretion and free of charge, permission to use still photography of myself or my organization members and/or employees participating in Country Days for the purpose of publicizing said event. I understand that the Moorpark Chamber of Commerce and the City of Moorpark reserve the right to approve or reject any application. I further agree to abide by all terms and conditions as outlined above and in the vendor information packet.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

For questions contact 805.529.0322 or [info@MoorparkChamber.com](mailto:info@MoorparkChamber.com)





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**COMPLETED APPLICATIONS and FEES MUST BE RECEIVED ON OR BEFORE SEPTEMBER 1, 2021 OR YOU WILL INCUR A LATE FEE OF \$125. NO APPLICATIONS WILL BE ACCEPTED AFTER SEPTEMBER 20, 2021.**

Please indicate booth category (mark one):

- |  |   |
|--|---|
| <input type="checkbox"/> Food Booth (all food and beverage items)      | <input type="checkbox"/> Service or Non-Profit Organization |
| <input type="checkbox"/> Attractions (including inflatables and rides) | <input type="checkbox"/> Commercial Vendor                  |
| <input type="checkbox"/> Business                                      | <input type="checkbox"/> Arts and Crafts Vendor             |

Purpose of Booth:       Sales/Promotion       Community Outreach  
 Other: \_\_\_\_\_

List all sales items, literature, services, and activities (please be specific):

Food Vendors: Only **ONE** vendor will be permitted to sell each food item. Vendors will NOT be allowed to sell any item not listed. Beverage sales are NOT exclusive. Alcohol sales and glass containers are prohibited.

Sales items, services and activities for which a fee will be charged	Flyers, pamphlets, and other information to be distributed (Free Item, Activities, or Services)
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.

NO FOOD OR BEVERAGE ITEMS WILL BE PERMITTED FOR SALE OR GIVE AWAY UNLESS APPROVED BY MOORPARK COUNTRY DAYS VENDOR COORDINATOR.

**MAIL COMPLETED APPLICATION, INSURANCE DOCUMENTS & FEES TO:**

c/o Moorpark Country Days • Moorpark Chamber of Commerce  
 18 E. High St. • Moorpark, CA 93021 • 805.529.0322





# Moorpark Country Days Street Fair Vendor Information & Application

## Street Fair Vendor Check List

- Event Fees
- Booth Application & Information Forms
- Certificate of Insurance & Additional Insured Endorsement OR Insurance Fee

Please be sure to have your name or business name, if applicable, listed on the certificate of insurance. (Please send proof of insurance via email)

- Signed Hold Harmless Agreement

## Food Vendors Must Also Include

- Health Certification TFF application
- Booth Information Form

