



Cosumnes Community Services District

9355 East Stockton Blvd Suite 185, Elk Grove, CA 95624

Ph: 916-405-5300 Fax: 916-685-6942

www.yourcsd.com

2017 Community Events Participation Guidelines for Vendors

General Information

The Cosumnes CSD serves an estimated 183,000 south Sacramento County residents in a 157-square mile area. Its award-winning parks and recreation services – including the operation of more than 90 parks – operate exclusively within the Elk Grove community. Fire protection and emergency medical services are provided for the cities of Elk Grove and Galt and unincorporated areas of south Sacramento County.

Our Mission:

To enrich our community by designing and maintaining parks and facilities that meet current and future needs; offering recreation programs that promote health, fun and lifelong learning; and providing exceptional service to our customers.

Application Procedure

1. Please read this GUIDE in its entirety!
2. Complete and submit a Community Event Vendor Application.
3. Enclose required documents.
4. Submit application to:

Cosumnes Community Services District

9355 East Stockton Blvd. Suite #185

Elk Grove, CA 95624

Fax (916) 685-6942

or

heathershortino@csdparks.com

Fees

- Submittal of completed application does not guarantee acceptance into Event(s) by the District.
- Fees vary based on vendor category and event. Please refer to vendor application for the fee schedule.
- Vendors will be notified of acceptance with a confirmation and request for payment.
- Accepted vendors will receive a confirmation

email per event with detailed load-in and set-up instructions.

- If an applicant is not accepted into Event(s), applicant will be notified within 1-2 weeks after event application deadline.

Cancellation Fee

- If applicant requests a refund 30 calendar days or more prior to the event; CSD will keep 25% of vendor booth fee.
- If applicant requests a refund between 29 and 15 calendar days prior to the event date; CSD will keep 50% of vendor booth fee.
- If applicant requests a refund 14 calendar days or less prior to the event date; CSD will keep 100% of vendor booth fee.

Vendor Categories

- The CSD events extend participation to vendors in a number of categories.
- Based on event size a maximum of two (2) vendor spaces are permitted per business/organization per event.
- Sponsorship opportunities are available for businesses/organizations looking for a bigger presence and/or marketing opportunity.

1. Commercial Booth

- Vendors in this category are defined as a business that offers tangible products or services for purchase, and are not recognized by the California State Board of Equalization as a 6015 Retailer.
- If you are selling multiple product lines you are required to purchase booth space for each product and/or service.
- Vendor preference will be given to vendors who are in line with the themes and purposes of each event, as well as with CSD's mission. Vendor preference will be given on the basis of several factors, including but not limited to: fit with the event in question, whether the vendor creates an "interactive experience"

that will benefit the event, as well as the vendor's history with CSD or past performance at CSD events, level of vendor investment, and date of paperwork received.

- Vendors are restricted from giving away products or services that the Event contracts with others for (ex: face painting, water, etc.).
- Vendors must list or provide photos of items to be sold with application (photos will not be returned).

2. 6015 Retailer Booth

- Vendors in this category are recognized by the California State Board of Equalization as 6015 Retailers (Example: Scentsy, Avon, Tupperware, etc.).
- Vendor must complete a BOE 410-D Swap Meets, Flea Markets, or Special Events Certification form from the Board of Equalization (page 11).
- If you are selling multiple product lines you are required to purchase booth space for each product and/or service.
- Vendor preference will be given to vendors who are in line with the themes and purposes of each event, as well as with CSD's mission. Vendor preference will be given on the basis of several factors, including but not limited to: fit with the event in question, whether the vendor creates an "interactive experience" that will benefit the event, as well as the vendor's history with CSD or past performance at CSD events, level of vendor investment, and date of paperwork received. Vendors are restricted from giving away products or services that the Event contracts with others for (ex: face painting, water, etc.).
- Vendors must list or provide photos of items to be sold with application (photos will not be returned).

3. Arts and Crafts Booth

- Limited to hand-crafted original work items.
- IF YOU DID NOT MAKE IT YOURSELF, DO NOT BRING IT.
- Vendors must provide photos of items to be sold with application (photos will not be returned).
- Vendor preference will be given to vendors who are in line with the themes and purposes of each event, as well as with CSD's mission. Vendor preference will be given on the basis of several factors, including but not limited to:

fit with the event in question, whether the vendor creates an "interactive experience" that will benefit the event, as well as the vendor's history with CSD or past performance at CSD events, level of vendor investment, and date of paperwork received. Selection of vendors will be juried by an Event committee based upon the vendor preference criteria laid out herein.

- Acceptance is based upon artistic standards and interpretation of photos.

Definition of a Non-Profit

Any vendor applying to participate in the Event(s) as a non-profit must provide evidence of their non-profit status. A non-profit is defined as one of the following:

- A corporation incorporated pursuant to the Nonprofit Corporation Law that is exempt from taxation and can show proof with a 501(c)3 form from the Internal Revenue Service.
- An organization that was organized for and is in operation for charitable purposes and meets the requirements of Section 214 of the Revenue and Taxation Code.

4. Non-Profit Information Booth

- Booth space is limited to non-profit organizations for the express purpose of distributing and disseminating information and educational material.
- Vendor must provide proof of non-profit status.
- Onsite sales and raffles are not permitted.
- Distribution of food or water is not permitted.
- Vendors are restricted from giving away products or services that the Event contracts with others for (ex: face painting, water, etc.).

5. Non-Profit Fundraising Booth

- Booth space is limited to non-profit organizations for the express purpose of distributing and disseminating information and educational material and that wish to sell merchandise or conduct any type of fundraising.
- Vendor must provide proof of non-profit status.
- Distribution of food or water is not permitted.
- Vendors are restricted from giving away or selling products or services that the Event

contracts with others for (ex: face painting, water, etc.).

6. Food Booth

- The CSD accepts Commercial Food Vendors selling pre-packaged food (**INCLUDING BEVERAGES**) and/or preparing food on site. The two categories of food vendors are described below::
- **Pre-Packaged / Low Risk** would be issued to a vendor that sells any properly labeled, pre-packaged, processed food from an approved facility. Examples include candy, canned sodas, canned and bottled foods, and ice cream bars. This permit may also be issued to a vendor who engages in low-risk food preparation such as; snow cones/shaved ice, hot dogs, and pre-cooked/sliced pizza.
- **Food Preparation / High Risk** would be issued to a vendor who engages in cooking, packaging, processing, assembling, or portioning, of any potentially hazardous food. High-risk food preparation includes foods such as: hamburgers, tacos, meat sandwiches, and barbecue.
- Food vendors are required to provide their own set up for the Events. This includes tents, floor coverings, tables & chairs and fire extinguishers; equipment must meet Event health and safety requirements.
- Food vendor booth materials must be in compliance with fire code regulations and vendor must supply proof that tents and flooring are flame retardant. Such materials must bear the official State Fire Marshal tags and/or certificates. Copies of these items must be supplied with the vendor application.
- If food vendor requires electricity, personal generators are allowed and vendors must provide extension cords. Whisper Quiet generators are required.

Insurance

- **Vendors must comply with insurance requirements by ONE of these three options: 1) sign Insurance Requirements declining liability protection (page 6); this method is unavailable for Food Vendors), 2) vendor shall provide a certificate of insurance to the CSD evidencing such coverage with application, or 3) submit payment for District insurance per event.**

- If vendor is providing own Certificate of Insurance, the certificate must be Comprehensive General or Comprehensive Personal Liability coverage for a minimum of \$1,000,000 Per Occurrence, \$2,000,000 Aggregate naming the Cosumnes Community Services District additional insured. The CERTIFICATE must name: Cosumnes Community Services District, 9355 E. Stockton Blvd. Suite #185 Elk Grove, CA 95624. The following statement must appear on the certificate: "Additional Insured Endorsement names the Cosumnes Community Services District and the County of Sacramento, additional insured, its directors, agents, or employees are included as additional insured."
- If you do not currently have an insurance policy, vendor can sign Insurance Requirements declining liability protection (page 6); this method is unavailable for Food Vendors), or an event policy can be purchased through the District for an additional fee of \$160.00 per event.

Load-In & Set-Up Instructions

- Accepted vendors will receive a confirmation email per event with detailed load-in and set-up instructions.
- Vendor must complete set up at least thirty (30) minutes prior to the scheduled start time of each Event and shall not close up until the scheduled end time of the Event. Failure to comply may result in exclusion from future events.
- After unloading, all vehicles must be moved immediately to designated public parking areas. **No vehicles will be allowed on grass area to load or unload.**

Vendor Space

- Space is assigned in 10'x10' increments and is situated on grass or cement.
- Vendors are required to supply their own tents, tables, and chairs.
- Neither electricity nor water is available for vendors.
- Use of private generators is prohibited with the exception of Food Vendors. Whisper Quiet generators are required.
- Any vendor requesting the sale of additional items after application is submitted and approved must make said request in writing.

- Booth locations are not guaranteed and are made at the discretion of event management. Booth preference will be given on the basis of several factors, including but not limited to: separation of vendors with similar or competing products, space required, electricity needs, vendor contribution to the event, vendor history or past performance at CSD events, level of vendor investment, whether payment has been received, and date of paperwork received.
- Vendors must contain their operations within their allocated space. Walking the grounds to sell merchandise or hand out fliers is strictly prohibited.
- Activities of participating vendors must not disrupt or interfere with the operation of the event, staff or event participants. If a situation is deemed disruptive to the event operation, event management may remove vendor at any time during the event.
- CSD is not responsible for lost, stolen, or damaged goods.

General Provisions

- Event(s) are rain or shine. There are no refunds due to inclement weather.
- The CSD does not guarantee vendor sales.
- A limited number of vendors in any category will be accepted into the festival. Decisions are based on, but not limited to: history, level of investment, and date of paperwork received.
- Vendor preference will be given to vendors who are in line with the themes and purposes of each event, as well as with CSD's mission. Vendor preference will be given on the basis of several factors, including but not limited to: fit with the event in question, whether the

vendor creates an "interactive experience" that will benefit the event, as well as the vendor's history with CSD or past performance at CSD events, level of vendor investment, , and date of paperwork received. The Event(s) reserves the right to admit duplicate businesses based on Event(s) needs and size. Exclusivity may be extended at the Event's discretion.

- Based on Event(s) size a maximum of two (2) vendor spaces are permitted per business/organization. Sponsorship opportunities are available for business/organization looking for a bigger presence or marketing opportunities.
- Unless you have been added to the health permit and have paid the additional fee, any distribution or sampling of food or drinks is strictly prohibited (this includes handing out candy, bottled water, etc.).
- Vendors are restricted from giving away products or services that the Event contracts with others for (ex: face painting, water, etc.).
- Vendors, their staff, employees, and agents will comply with all vendor policies and all fire codes, laws, ordinances, and regulations pertinent to health, fire prevention, and public safety. Failure to comply can result in expulsion from event without a refund.
- Vendor agrees to allow the CSD to take photos of your booth and product during the Event, for no additional compensation. Photos taken of your product/booth may be used in CSD promotions.
- Vendors and their personnel shall not consume or use alcoholic beverages or any controlled substance at any time during the event or prior to the completion of all performances under this application.

I have read the regulations included in this “Participation Guidelines for Vendors” and I agree to comply with the conditions set forth.

Signature

Date

Name

Business / Organization Name

Signed Guidelines and completed application submit to:

Cosumnes Community Services District
Parks and Recreation Department
9355 E. Stockton Blvd. Suite #185
Elk Grove, CA 95624
Fax: (916) 685-6942
Email: heathershortino@csdparks.com
ATTN: Heather Shortino, Vendor Coordinator (916) 405-5334



Cosumnes Community Services District

9355 E. Stockton Blvd Suite 185, Elk Grove, CA 95624

Ph: 916-405-5300 Fax: 916-685-6942

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2017 Community Events Vendor Application

Submittal of completed application does not guarantee acceptance into Event(s) by the District. Vendor preference will be given to vendors who are in line with the themes and purposes of each event, as well as with CSD's mission. Vendor preference will be given on the basis of several factors, including but not limited to: fit with the event in question, whether the vendor creates an "interactive experience" that will benefit the event, as well as the vendor's history with CSD or past performance at CSD events, level of vendor investment, and date of paperwork received. Vendors will be notified of acceptance with confirmation and request for payment. You must buy enough space to fully accommodate your display. Space is sold in 10' x 10' increments.

VENDOR INFORMATION

Business or Organization Name/Product Line(s)

Contact Person:

Address:

City, State, Zip:

Business Phone:

Alternate Phone:

Email:

California Resale License or Non-Profit ID:

Website:

INSURANCE REQUIREMENTS

The Vendor must comply with insurance by ONE of these three methods: (Please check one method below.)

_____ The Vendor **DECLINES** OPTIONAL LIABILITY PROTECTION and ASSUMES DAMAGE RESPONSIBILITY.

- The purchase of supplemental liability protection is optional and not required.

_____ The Vendor **ACCEPTS** OPTIONAL LIABILITY PROTECTION offered by the district.

- The Vendor accepts optional liability protection at the daily fee (\$160 PER EVENT) as quoted by CSD Special Events Section.

_____ The Vendor **HAS** OPTIONAL LIABILITY PROTECTION.

- The Certificate of Insurance and necessary Permits are due no later than 14 days prior to Event date. A Homeowner's or Tenant's insurance policy can usually provide insurance for your rental for booth space.
- The Certificate of Insurance must be in the name of the person/business who signs the vendor application. It must also clearly show the liability limits and policy dates to be valid.
- Certificate of Insurance for comprehensive general or comprehensive personal liability coverage for a minimum of \$1,000,000 general liability coverage and \$2,000,000 aggregate liability. The CERTIFICATE must name: Cosumnes Community Services District, 9355 E. Stockton Blvd. Elk Grove, CA 95624. The following statement must appear on the certificate: "Additional Insured Endorsement names the Cosumnes Community Services District and the County of Sacramento, additional insured, its directors, agents, or employees are included as additional insured."

I have read and understand the above Insurance Requirements and agree to abide by all of the conditions set forth.

Signature _____ Date _____

Name of Vendor/Business: _____

LIST OF ITEMS TO BE SOLD & PRICING

To better assist us in placing your booth, please list any items or service for sale and or a description of any interactive activity or product promotions you are planning at your booth.

Are you selling/distributing/sampling any food or drinks? YES NO

VENDOR RESPONSIBILITIES

- Submittal of completed application does not guarantee acceptance into Event(s) by the District. Vendors will be notified of acceptance with a confirmation and request for payment.
- The CSD does not guarantee vendor sales.
- Vendors selling multiple product lines are required to purchase booth space for each product line.
- Based on Event size a maximum of two (2) vendor spaces are permitted per business/organization. Sponsorship opportunities are available for business/organization looking for a bigger presence and/or marketing opportunities.
- Vendors are restricted from giving away products or services that the Event contracts with others for (ex: face painting, water, etc.).
- Unless you have paid the additional health permit fee; distribution or sampling of food or drinks is strictly prohibited.
- Booths sizes are 10'x10' and situated on the grass. Additional signage outside your designated 10' x 10' space is not permitted.
- Vendors are required to supply their own tents, tables, and chairs.
- Placement of your booth is not guaranteed and is at the discretion of Event management. Booth preference will be given on the basis of several factors, including but not limited to: separation of vendors with similar or competing products, space required, vendor contribution to the event, vendor history or past performance at CSD events, level of vendor investment, whether payment has been received, and date of paperwork received.
- Neither electricity nor water is available.
- Use of private generators is prohibited.
- Vendors selling taxable items are responsible for acquiring a seller's permit through the California State Board of Equalization; a copy of permit must be posted at your booth. Vendors are responsible for submitting their own resale taxes.
- Form BOE 410-D Swap Meets, Flea Markets, or Special Events Certification from the Board of Equalization (page 10) must be completed and turned in with application if selling merchandise.
- All fire codes, laws, ordinances, and regulations pertinent to health, fire prevention, and public safety shall be strictly obeyed.
- Every booth is recommended to have a fully charged 2A:10B:C fire extinguisher bearing a current California State Fire Marshal service tag, placed in an accessible location near the exit of the structure; or a new fire extinguisher, minimum five (5) pounds, with the sales receipt taped to the side of it for visual inspection.
- Vendor agrees to allow the District to take photos of your booth and product during the Event, for no additional compensation. Photos taken of your product/booth may be used in CSD promotions.
- Vendor/staff/employees/agents will comply with all vendor policies. Failure to comply can result in expulsion from event without a refund.

SPRING EGG'S TRAVAGANZA

Date: Saturday, April 15, 2017 - **Time:** 8:30 am – 4:00 pm
Location: Elk Grove Regional Park– 9950 Elk Grove Florin Rd. Elk Grove, CA 95624
Attendance: 6500+

DUE DATE: March 17, 2017

Space Reservation	Number of Spaces	Fee	Subtotals
Commercial Booth #69593	X	\$300	=
6015 Retailer Booth #69594	X	\$150	=
Arts and Crafts Booth #69588	X	\$50	=
Non-Profit Fundraising Booth* #69589	X	\$50	=
Non-Profit Information Booth* #69590	X	\$25	=
Additional Fees:			
Health Permit & Processing Fee (Required if selling/sampling food or drinks) #69595		\$100	
Certificate of Insurance for \$1,000,000 #69592		\$160	
Late Fee (Application received after March 17, 2017) #69591		\$10	
*Must have proof of non-profit status	TOTAL FEES:		

KIDS NINJA WARRIOR & HEALTHY FAMILY FEST

Date: Saturday – April 29 , 2017 - **Time:** 10:00 am – 4:00 pm
Location: Elk Grove Regional Park– 9950 Elk Grove Florin Rd. Elk Grove, CA 95624
Attendance: 1000+

DUE DATE: March 31, 2017

Space Reservation	Number of Spaces	Fee	Subtotals
Commercial Booth #69604	X	\$150	=
6015 Retailer Booth #69605	X	\$75	=
Non-Profit Fundraising Booth* #69606	X	\$50	=
Non-Profit Information Booth* #69607	X	\$25	=
Additional Fees:			
Health Permit & Processing Fee (Required if selling/sampling food or drinks) #69608		\$100	
Certificate of Insurance for \$1,000,000 #69609		\$160	
Late Fee (Application received after March 31, 2017) #69610		\$10	
*Must have proof of non-profit status	TOTAL FEES:		

CONCERT IN ELK GROVE PARK

Date: Saturday – June 3, 2017 - **Time:** 6:30 pm – 9:30 pm

Location: Elk Grove Regional Park– 9950 Elk Grove Florin Rd. Elk Grove, CA 95624

Attendance: 1000+

DUE DATE: May 5, 2017

Space Reservation	Number of Spaces	Fee	Subtotals
Commercial Booth #69612	X	\$300	=
6015 Retailer Booth #69613	X	\$150	=
Arts and Crafts Booth #69614	X	\$50	=
Non-Profit Fundraising Booth* #69615	X	\$50	=
Non-Profit Information Booth* #69616	X	\$25	=
Additional Fees:			
Health Permit & Processing Fee (Required if selling/sampling food or drinks) #69617		\$100	
Certificate of Insurance for \$1,000,000 #69618		\$160	
Late Fee (Application received after May 5, 2017) #69619		\$10	
*Must have proof of non-profit status	TOTAL FEES:		

HOT SUMMER NIGHTS CONCERT SERIES

Dates: Fridays, August 4, 11, 18, & 25 2017 - **Time:** 6:30 - 9:00 pm

Location: Laguna Town Hall 3020 Renwick Way. Elk Grove, CA 95758

Attendance: 950 average per week

Spaces are limited to six (6) booths per night.

CSD will supply one (1) 8'table and two (2) chairs per booth space.

DUE DATE: July 7, 2017

Space Reservation	Number of Spaces	Fee	Subtotals
August 4 #69624	X	\$300	=
August 11 #69625	X	\$300	=
August 18 #69626	X	\$300	=
August 25 #69627	X	\$300	=
Additional Fees:			
Health Permit & Processing Fee (Required if selling/sampling food or drinks) #69629		\$100	
Certificate of Insurance for \$1,000,000 #69630		\$160	
Late Fee (Application received after July 7, 2017) #69628		\$25	
TOTAL FEES:			

NON-TRANSFERABLE

Acceptance of this application constitutes an agreement between the applicant and the District. This agreement is not assignable or transferable without the express written consent of the District.

INDEPENDENT CONTRATOR

Vendor shall perform all services required under this application as an independent contractor of the District and shall remain, at all times as to the District, a wholly independent contractor with only such obligations as are required under this application. Neither vendor, nor any of its employees, shall be considered an employee of the District.

INDEMNIFICATION

Vendor shall defend, indemnify and hold harmless the District and the District's trustees, officers, employees and agents, from and against any and all claims, actions, liability, damage, loss or obligations, including all costs, demands, expenses, expert fees and costs, and attorney's fees arising out of Vendor's activities pursuant to this application, including by way of illustration and not limitation, the following: (a) any injury to or death of any person or damage to or destruction of any property occurring in or on Vendor's equipment, or any part therefore; (b) any default by Vendor's in the observance or performance of any of the terms, covenants, or conditions of this application ; or (c) the use, occupancy, or condition of Vendor's equipment or activities therein.

I have read the regulations included in this "Event Vendor Application" and I agree to comply with the conditions set forth.

Signature

Date

Name

Business / Organization Name

COMPLETED APPLICATIONS SUBMIT TO:
Cosumnes Community Services District
Parks and Recreation Department
9355 E. Stockton Blvd. Suite #185
Elk Grove, CA 95624
Fax: (916) 685-6942
Email: heathershortino@csdparks.com
ATTN: Heather Shortino, Vendor Coordinator (916) 405-5334

APPLICATION CHECK-LIST

Please be sure to include all of the applicable documents:

- Participation Guidelines Signed and Dated
- Completed Application Signed and Dated
- Completed Insurance Requirements Signed and Dated
- Completed BOE 410-D Form (Only required for Vendors selling merchandise)
- Proof of non-profit status (501c3) if applicable
- Photos or description of all items to be sold

DATE RECEIVED:

STAFF INITIAL: