

2018 MoonBeam Farm Annual Lavender Harvest Event

Saturday June 8th, 2019

3911 Columbia Ave, Corning, CA 96021

Contact Ph: (530) 586 - 7044

Vendor/Participant Application

Process:

1. **Vendor Application:** MUST be completed and submitted along with necessary documentation by Friday, May 3rd, 2019 (by 4:00 pm) and MUST include the space rental fee payment (see: Booth Donation Fee chart) Entries submitted after May 3rd, 2019 will be assessed a late fee of \$15. No applications will be accepted after May 10th, 2019.
2. **Notification of Acceptance:** you will be notified of your application status no later than Saturday, May 11th, 2019 (by 4:00pm).

Criteria – Policies and Procedures:

1. Methods of payment are accepted by: check, money order and/or credit card payment (Visa and MasterCard). All checks must be made payable to: MoonBeam Farm. NSF checks will be charged a \$25.00 fee.
2. All vendors MUST have their own pop-up/awning/tent coverage, table(s) and chairs. Power is not provided, however Vendor can provide their own generator, as long it is a “run silent” unit emitting no more than 61 decibels of sound. Generator and fuel to be placed on a ground covering so as not to risk fire or soil seepage as we are an organic farm. All materials and equipment MUST be well maintained, presentable and conform to current code requirements.
3. NO Water, liquid, garbage, is not allowed to be dumped/poured to soil as we are an Organic Farm – please protect our soil
4. Vendor site(s)/stall(s) are to complete set-up no later than 9am as the event starts at 10am. Also, breakdown can not occur until after close of event which is 4pm. If for any reason you need to break down sooner, prior approval is required from the vendor coordinator at MoonBeam Farm.
5. Vendor sites are to be cleaned and tidied up at the close of the event. Please do not leave garbage or product behind. You bring in you bring out.
6. Vendor sites will be assigned by the vendor coordinator (MoonBeam Farm and/or its representative).
7. Vendors are required to provide a detailed list of their products and/or menu for review.
8. No Dogs or Alcohol allowed on the premises during the event.
9. All menus and products are subject to pre-approval by MoonBeam Farm, vendor coordinator prior to the event.
10. Food vendors may only sell food items and cannot sell merchandise; like-wise retail vendors may only sell merchandise and cannot sell food items.
11. The vendor coordinator reserves the right to make changes and modifications and designate specific vendors as sole proprietor for specific products.
12. **Right to Terminate:** MoonBeam Farm and/or its representatives retains the right to terminate this agreement on one week’s notice provided to the Entrant(s)/Participant(s). This agreement may be terminated on even less notice in the event the **2019** Event is cancelled or the Entrant(s)/Participant(s) breaches any of the terms hereof. No Liability shall result to MoonBeam Farm and/or it’s representatives as the result of any cancellation of the 2019 Event or termination of this agreement.
13. **Vendor Withdrawal:** Vendors who have received acceptance into the festival will not receive any form of refund for withdrawing from participating if withdrawal occurs less than **15 days** prior to event.
14. **All Vendors** must have a valid resale license and if selling food products under a Cottage License a copy of that or any other state issued food prep/sale licensing. These items are also required to be available to viewing on day of event.
15. **Compliance with Law(s):** Entrant(s)/Participant(s) agree(s) to comply with all laws and regulations which apply to the operation of his/her/their particular concession, including any Health Department Regulations concerning food as well as the regulation of any other public entities which govern the activities of the concession being operated.
16. All Food Vendor(s) and those deemed as “at risk” vendors (such as jump houses, etc.) must provide **proof of insurance** and a COI with \$1 Million Insurance Policy and provide MoonBeam Farm (it’s representative(s)) with a certificate of insurance naming MoonBeam Farm and its Officer(s)/Owner(s) as additional insured to the commercial liability rider of the vendor’s policy along with their application. Failure to provide Insurance Rider will prevent participation in Festival Event.

_____ I have read and agree to the **INSURANCE** portion of this form (Initial).

17. **Liability/Indemnification:** Entrant(s)/Participant(s) acknowledges that the operation of an activity at this Event involves a certain amount of risk from accident(s) which could occur. In consideration of acceptance of the right to participate, entrants and participants, by execution of the entry form, release and discharge MoonBeam Farm and its officers, directors, employees, agents, representatives and anyone else connected with the management or representation of MoonBeam Farm of and from any and all known or unknown damages, injuries, losses, judgements, and/or claims from any cause whatsoever that may be suffered by an entrant to his/her person or property. Further, each entrant expressly agrees to indemnify all of the foregoing entities, firms, persons and bodies from any and all liability occasioned or resulting from the conduct of entrants or any participant assisting or cooperating with entrant under the direction or control of entrant.

_____ I have read and agree to the **LIABILITY** portion of this form (Initial).

Vendor Requirements:

The following information **MUST** be included in your application to be considered:

1. The completed and signed Vendor Contract.
2. Description and photos (if available) of your vendor set-up including products listed for sale and pricing.
3. Copy of valid resale license. (And for food vendors copy of your cottage permit and/or other state issued permit(s) and documentation.)
4. Certificate of Insurance.
5. Booth Donation Fee.

Hours of Operation:

Saturday June 8th, 2019 10:00 AM – 4:00 PM

Note: Vendors must arrive and install all equipment and prepare their assigned site between 6:00 AM and 9 AM (site completion time and ready to sell) on the day of the event. Vendors are required to be open and close according to the hours of operation as listed above. All items to be removed upon departure and/or end of day of the Event.

2019 MoonBeam Farm Harvest Festival Vendor Application/Contract (Check which applies)

Information/Youth Org. Non-Profit (Does not include food) Artisan Vendor Retail Vendor Food Vendor

Booth Donation Fee:

<i>(Circle Selection):</i>	10 x 10 (Single Space)	10 x 20 (Double Space)
Information or Youth Community Organization	\$10	\$15
Non-Profit Sales (does not include food sales)	\$20	\$30
Artisan Vendor (Handcrafted)	\$30	\$45
Retail Vendor (Reseller)	\$40	\$55
Food Vendor	\$50	\$65

Business Name:	
Contact Name:	
Mailing Address:	
City:	
Zip Code:	
Telephone:	
E-Mail:	

Total Vendor Fee: _____

Method of Payment (check which applies):

____ Check (payable to: MoonBeam Farm) (NSF fees are \$25.00 per returned check)

____ Money Order (payable to: MoonBeam Farm)

____ Credit Card

Name on Card:	
Card #:	
Exp. Date:	
CCV#	
Zip Code:	

Description of items: (attach additional pages if required)

Description:	Sales Price \$:

By signing this application, I hereby agree that I have read and understand the information and requirements as outlined in this application form, and agree to abide by the rules and requirements as contained herein and that may be introduced from time to time throughout the Festival hours of operation. I will be in compliance with all regulatory codes and provisions as administered by Fire, Building, Regional Public Health and Safety and by those of the Festival's Committee.

(Applicant's Signature)

(Applicant's Name Printed)

Date: Month/Day/Year

(MoonBeam Farm Signature or agent)

Notes: Return application and related material to: MoonBeam Farm **Attn:** Carolyn Hansen, Vendor Coordinator, 3911 Columbia Ave, Corning, CA 96021 **Email:** MoonBeamFarmWeb@att.net