



This space for OFFICE use only

Payment: \_\_\_\_\_  
 Date: \_\_\_\_\_

Check #    Cash    Paypal

License fee paid \_\_\_\_ \$15

SPACE # \_\_\_\_\_

SPRING TEA 2017  
 VENDOR CONTRACT

**Vendor Details**

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Day Phone (    ) \_\_\_\_\_ Evening (    ) \_\_\_\_\_ Cell (    ) \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

*\*Please print neatly. By providing your email address, you agree to be added to our email list so that we may contact you with important event details and updates.*

Description of Product(s) being Sold: \_\_\_\_\_

Type of Space Requested:  6 ft space \$30     10 x10 ft space \$75     more space \$ Fee TBD

Total Amount Due: \$ \_\_\_\_\_ Monies Due by May 1<sup>st</sup>

Payments Accepted: Cash, Check to FOHS or Paypal payment.

*Mail check payments to Attn: FOHS 715 So A Street, Oxnard, CA 93030*

Special Requests: \_\_\_\_\_

***Vendors will need to supply their own tables, shade and set up equipment. Umbrellas and tents must be secured with weights to sustain wind. No Electricity will be offered.***

Hold Harmless Agreement:

In consideration of being permitted to participate in the Spring Tea, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have or which may hereafter accrue to me, as a result of the participation in said activity. This release is intended to discharge in advance the Heritage Square Property Owners Association, Friends of Heritage Square, Spring Tea Committee, sponsors, and agents from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise of negligence or carelessness on the part the persons or entities mentioned above, it is understood that this activity may involve an element of risk and danger of accidents and involving those risks. I hereby assume those risks. It is further agreed that this waiver release and assumption of risks is to be binding on my heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost, or expense which may incur as a result of my death or any injury or any property damage that I may sustain while participating in said activity. I understand that the event is outdoors and the Spring Tea Committee will not accept any responsibility for product damaged due to inclement weather.

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Organizer: \_\_\_\_\_ Date: \_\_\_\_\_

# Merchants

Become a vendor at the Spring Tea for the Friends of Heritage Square, Saturday, May 13<sup>th</sup>, 2017 – **New this year is an expanded sales period to attract more Mothers Day customers to you. We are asking vendors to be set up by 11am to get 3 more hours of sales in for your business. We will be marketing this period as the Heritage Square Mothers Day Marketplace from 11-2.** The regular Tea Marketplace is open 1:00-4:00 PM, tea is from 2:00-4:00 PM. Deadline to request space is April 14<sup>th</sup>.

We are now accepting applications for the Vendor Marketplace, an outdoor venue at Heritage Square, Oxnard. Between 7<sup>th</sup> & 8<sup>th</sup> and A & B Streets, in historic downtown Oxnard. Applications will be juried to ensure that we have a good selection of items – both for attendees and to ensure that vendors aren't overly competing against each other with the same items.

## VENDOR REQUIREMENTS

### City of Oxnard Business Tax Certificate (Business License)

Since this event takes place in the City of Oxnard, a City of Oxnard Tax Certificate is required. If you do not have one, a temporary one may be purchased through the Friends of Heritage Square for \$15.00 (that's an umbrella price). If you are using your own, documentation of license will be required by May 1<sup>st</sup> or forfeit your booth space.

### Sales Tax

Vendors are responsible for collection and payment of City of Oxnard retail taxes. The tax rate of Oxnard is 7.75%.

## BOOTH INFO

We have two booth types available:

### 6' Table Space

For small crafters, we will have a limited number of 6' table spaces, (no tables will be provided). Most spaces are on the un-level grass, brick or cement, please plan accordingly. Also, you will need to provide your own shade that must be secured with weights to sustain possible winds. Overstock may be kept under your table, but a table cloth is required. You may share with a friend, but they will have to have their own license.

Fee \$30

### 10' x 10' Standard Booth

A standard booth. Ability to use your own 10x10 EZE Up or Umbrella, must be secured with weights to sustain possible winds. Spaces may be on un-level grass, brick or cement, please plan accordingly. No tables will be provided. You may share with a friend, but they will have to have their own license.

Fee \$75

There is no Wi-Fi Access onsite at this time.