



Ojai Valley Lavender Festival 2012 - Vendor Application

Festival Date: Saturday, June 23, 2012

Place: Libbey Park, East Ojai Avenue, downtown Ojai

Vendor Fee: \$150 if postmarked by April 13th/\$175 if postmarked after April 13th - per 10' x 10' space.

Time: 10 am to 5 pm (no sales permitted before 10 am); Load-in begins: 7:30 am, Load-outs: 5:30 pm

Business Name _____
(please use the business name that you would like to appear on our Web Page & Festival Vendor Guide)

Applicant Name _____ **Insurance** _____

Address _____

City _____ **State** _____ **Zip** _____

Phone(____) _____ - **Cell**(____) _____ - **FAX**(____) _____ - _____

Email _____ @ _____ **WebsiteAddress** _____

(Please list your email address as all contact will be done via email)

APPLICATION DEADLINE: JUNE 1, 2012

Prior to June 1, 2012 there will be a \$25 cancellation fee.

Absolutely no refunds after June 1, 2012

of booth spaces _____ @ \$150/\$175/ea. = \$ _____ Check # enclosed _____

(Space cannot be reserved without full payment, please make check out to: Ojai Valley Lavender Festival)

Returning Vendor **YES** **NO** **Prior Booth Space #** _____

DESCRIPTION OF PRODUCTS/SERVICES - Include photos of Booth & Products-continue on back if needed: (returning vendors need not send photos). List ALL products you intend to sell, as anything not listed cannot be sold. (You may also use the back of the application.)

My products to be sold include "edible items" (must circle one) **YES** **NO**
(*Sellers of edible items must also download TFF applications & send with this application)

- Accessories
- Apparel
- Arts/Crafts
- Fine Art
- *Food
- Home Décor
- Info only
- **Jewelry



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Lavender Non-profit *Prepackaged Service Company Other _____

***It is the responsibility of you, the Food vendor, to comply with the Ventura County Environmental Health requirements. The OVLF is not liable if the Vendor is not in compliance. You may contact Ventura County Environmental Health by calling Martha Ramirez at 805-654-2647 or by email at Martha.Ramirez@Ventura.org.**

****In our continued effort to provide our customers the variety they are seeking, we will need more information about the products you will be selling and at least one picture of these products.**

Your application will not be processed without your signature! In applying to be an exhibitor at the Ojai Valley Lavender Festival, I have read the rules in this application and agree to act in accordance with them. I agree to hold harmless and indemnify the City of Ojai, the Ojai Valley Lavender Festival Committee, their officers, directors, employees and agents, as well as any Festival Sponsors from any claims or expenses that may arise from my participation in this event. I agree to all the provisions listed and all the instructions.

Signature _____ **Date** _____

Mail completed form and booth fee to: OVLF, P.O. Box 1643, Ojai CA 93024

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OVLF Processing:

Date Received _____ Date Processed _____ Booth # _____



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VENDOR INFORMATION SHEET

Welcome to the 2012 Ojai Valley Lavender Festival! You should be aware of the following information:

- The Festival will be again held in beautiful Libbey Park (directions and parking options will follow closer to the Festival date).
- The final booth assignments will be made two weeks prior to the Festival. We make every effort to place vendors in or near their requested locations.

SET UP/TAKE DOWN

- Check in begins at 7:30 am but sales are not permitted before 10 am. There will be volunteers on hand to help unload and expedite the process.
- Cars must be moved from the unloading area before setting up your booth (unloading areas and parking areas will be available on our website before the Festival date).
- No booths may be set up the night before the event.
- All booth spaces will be marked with booth numbers the night before the Festival. If you have questions regarding your space please check with Joy Brown, Laura Ceppi or Cindy Mullins prior to setting up your booth.
- The Ventura County Health Department will come by at 8:30 am to inspect the Food Vendor booths and Mobile Food Trucks. The appropriate type of TFF, for prepackaged or food prepared onsite, are required to be on file for Vendors selling food or having sample tasting two weeks prior to the Festival and all appropriate fees paid in advance.
- The Festival hours are from 10 am to 5 pm. Please be ready by 10 am. All vendors must maintain their booths until 5 pm.
- All booths must be removed from the park by 6:15 pm to allow for final park inspection.



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- ☒ Please be sure to clean your area, removing all trash and belongings. The Festival cannot store Vendor merchandise or belongings after the event. Anything left behind will be donated to charity on Monday, June 25th.

OTHER INFORMATION

- ☒ The amazing volunteers from Teen Challenge will be on hand to assist in a variety of ways throughout the day.
- ☒ Please include Lavender or Lavender related colors in your display if at all possible.
- ☒ For Non-profit organizations the booth charge will be \$95.
- ☒ For returning Vendors, other than Jewelry vendors, pictures of your booth set-up and products are not necessary on your application.
- ☒ Jewelry vendors please provide pictures of your products this year even if you have done so in the past.
- ☒ Please be sure to sign your application. No applications will be processed without a signature.
- ☒ Please be sure to include your email address as all correspondence will be done via email.
- ☒ As many of you know, it can be warm in Ojai on the day of the event so we encourage you to wear sunscreen and drink plenty of water.
- ☒ There is a First Aid Station in the rear of the Festival in the Information Booth, should the need arise.

We look forward to another phenomenal Lavender Festival and thank you for your participation! See you at the Festival!

Sincerely,
The 2012 OVLFC Committee