



Ojai Valley Lavender Festival 2017 - Vendor Application

Festival Date: Saturday, June 24, 2017

Place: Libbey Park, East Ojai Avenue, downtown Ojai

Vendor Fee: \$185 if postmarked by March 31st/\$225 if postmarked on or after April 1st - 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 _____

Address _____

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

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

Email _____ @ _____ **WebsiteAddress** _____

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

APPLICATION DEADLINE: MAY 15, 2017

Prior to May 15, 2017 there will be a \$25 cancellation fee.

Absolutely no refunds after May 15, 2017

of booth spaces _____ @ \$185/\$225/ea. = \$ _____ Check # enclosed _____

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

As a non-profit organization, we are proud to provide scholarships to Ojai Valley Agricultural students with the proceeds of this event!

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, link on website.)

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

Lavender Non-profit *Prepackaged Food Service Company Other _____



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***It is your responsibility as 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 Holly Sinclair at 805-654-2431 or by email at Holly.Sinclair@Ventura.org.**

The Ojai Valley Lavender Festival Committee reserves the right to refuse booth space to anyone.

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.

I have read the rules in this application and the attached information sheet and agree to abide by them.

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 # _____

Please indicate in the space below if you would like some of our postcards to hand out and how many!

of postcards _____



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VENDOR INFORMATION SHEET

The 2017 Ojai Valley Lavender Festival is coming June 24, 2017! 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 three weeks prior to the Festival. Due to an increase in the children's play area, some of the booth spaces have gone away and some different spaces have been added so if your booth number is different from the number you had requested, it still may be in the same location as last year. We make every effort to place vendors in or near their requested locations. **Also keep in mind the map you will receive after your booth assignment has been made is just a graphic reproduction. In setting up your booth space, you must go by the numbered space in Libbey Park on the day of the Festival!**

SET UP/TAKE DOWN

- Check in begins at 6:30 am for food vendors & 7:30 am for all other vendors. You will check-in with a volunteer in your section before setting up in your booth space. You will receive this information when you receive your booth assignment. Sales are not permitted before 10 am.
- Cars must be moved from the unloading area before setting up your booth (maps of unloading areas and parking areas will be available on our website before the Festival date). **There is no driving permitted in the park except in designated areas.** Someone will be there to show you where.
- 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. These numbers will be placed at the front of the booth space in the center of the space. If you have questions regarding your space please check with the volunteer in your section at check-in or Joy Brown prior to setting up your booth.



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- The Ventura County Environmental Health (VCEH) will come by at 8:30 am to inspect the Food Vendor booths and Mobile Food Trucks. The appropriate type of TFF, for
- 1) prepackaged or 2) food prepared onsite or if samples will be provided, is 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. No food preparation can begin before the VCEH has inspected your booths and you have received your certificate. You must fill out your TFF completely; if a section does not pertain to you mark it with an N/A. All food booths need flooring (tarps are okay) unless on concrete.
- 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.
- 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 Tuesday, June 28th.

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, pictures of your booth set-up and products are not necessary on your application.
- 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.



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- 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 will be a First Aid Station in Libbey Park & will be marked on your booth map, should the need arise.

LIBBEY PARK

The City of Ojai cherishes the historic oak trees and protects them from damage by prohibiting vehicles anywhere inside Libbey Park other than very restricted areas. There will be Security persons at each gate to assist you. The City of Ojai has informed us that further violations endanger our ability to rent the park for the Lavender Festival. Fines will be levied against individual vendors who ignore this restriction. Furthermore, you will not be invited to participate in future festivals.

Please help us to preserve our historic oaks by keeping your vehicles out of the park. Thank you!

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

Sincerely,
The 2017 OVLF Committee