



Community Showcase 2014

Rancho Simi Recreation & Park District
805.584.4400 www.rsrpd.org
Event Location:
RANCHO TAPO COMMUNITY PARK
3700 Avenida Simi, Simi Valley, CA 93063

The Rancho Simi Recreation and Park District is holding its 5th Annual Community Showcase on Saturday, April 26, 2014 from 10:00 a.m. to 4:00 p.m. at Rancho Tapo Community Park in Simi Valley. This year's event will feature a Community Showcase comprised of Arts and Crafts, Service, and Commercial Vendors, Food Trucks, Volunteer Fair and Earth Day activities hosted by the City of Simi Valley, Games and Attractions, Craft Activities, Local Entertainment, and more! The event's unique collaboration of community partners share a focus in both community wellness and entertainment, and will provide a variety of interactive opportunities and memorable moments.

Register early! Applications are accepted until spaces are full. Applications submitted by April 11th will be featured in the event brochure. Please follow these instructions:

All displays must be appropriate for family viewing. We reserve the right to select vendors based on their relevance to the Expo. You will be assigned a space of approximately 10 feet by 10 feet and you will need to provide your own canopy, tables, display racks and chairs. All tents and canopies must be flame retardant.

You will NOT be allowed to drive to your site.

1. **For Profit Vendors (Arts and Crafts, Commercial, Service):**

Participation fee is \$80 for Simi Valley residents or Simi Valley businesses; \$95 for non-residents or businesses outside Simi Valley.

If you are a first time arts and crafts vendor to RSRPD you must submit a photograph (black & white or color) of a sample of the work you intend to sell. Photo does not need to show all items. The photo will not be returned unless you enclose an additional self-addressed, stamped envelope with your completed application form. If representing a medical institution or practice, and providing any service (ex: chiropractic adjustment, massages, etc...) you must get a signed waiver from each person. If any food, additives, or supplements are offered for public consumption, they must be FDA approved and approved through Ventura County Environmental Health.

2. **Non-Profit, Government Vendors:**

Participation as a non-profit or government agency is \$40.

Non-profit and community organizations may be eligible for a free space, provided the organization is utilizing the event to recruit volunteers, is not generating revenue at the event, and is adding value to the event by providing or supporting a service project or children's craft or activity that is free to event participants.

3. **Food Vendors:** Only food trucks will be permitted at this event. Please call 805-584-4400 or email daniellej@rsrpd.us for application. Application fee is \$100, plus Environmental Health fees if applicable.

Fees are "non-refundable" and cover staff and publicity costs. If the District determines that it is necessary to cancel the event, the fee will be credited to a future expo. NO refunds will be made for any reason. Participants should know that this is an outdoor event and subject to inclement weather (extreme heat, wind, rain, etc...). The District will cancel or close the event only under extreme weather conditions. Vendors should be aware that the District will not accept any responsibility for goods damaged due to inclement weather. Vendors are responsible for their own decision to set up or not to set up their booth.

Complete the attached application form and mail it with the required license/materials/fees as listed above and on the application. If you pay by check or money order, make vendor fee payable to Rancho Simi Recreation and Park District. Applications are now being accepted. Accepted applicants will receive an information packet approximately TWO WEEKS PRIOR to the event. The packet will contain a map, parking instructions, and last minute details.

Event Director reserves the right to exclude any vendor on the day of the event due to misrepresentation, falsification, or product/service added to or not revealed in the application.

PLEASE KEEP THIS COVER LETTER FOR YOUR RECORDS



COMMUNITY SHOWCASE 2014
VENDOR APPLICATION

Vendor Booth (office use only) # _____
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Saturday, April 26, 2014
Rancho Tapo Community Park
3700 Avenida Simi
Simi Valley, CA 93063

Please PRINT clearly and supply all information requested

Vendor/Company Name: _____

Last Name: _____ First Name: _____

Address: _____ City: _____ ZIP: _____

E-mail Address: _____ Phone: _____ Fax: _____

Spaces will be assigned based on the date application is received, the vendor category, and the requirements for a successful vendor area.

Please mark appropriate box:

_____ **I wish to participate as a for profit vendor:**

_____ **Arts and Crafts** _____ **Commercial** _____ **Service** _____ **Other**
_____ **\$80 Simi Valley Residency/Business Rate** _____ **\$95 Non-Resident/Non-Simi Valley Business**

Brief description of business, services, or product(s), including price range: _____

_____ **I wish to participate as a Non-Profit/Government Agency: _____ \$40**

Brief description of organization and service you provide: _____

Brief description of activity providing at booth: _____

Volunteer activities/positions/projects recruiting for: _____

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Simi Valley, CA 93063

Please PRINT clearly and supply all information requested

Application Checklist:

- _____ Application filled out in its entirety, including signed waiver of participation
- _____ Photograph included (If a first time vendor, or are selling items not previously sold at prior RSRPD shows)
- _____ Check/Money Order; make check payable to: Rancho Simi Recreation and Park District
- _____ Stamped, self-addressed envelope included (confirmation and returned pictures)

Mail application and supplemental to:

Community Showcase 2014
Rancho Simi Recreation and Park District
1692 Sycamore Drive
Simi Valley, CA 93065-3728

AGREEMENT, WAIVER, AND RELEASE:

I have carefully read the description of activities for which I/we are registering, and in consideration for being permitted by the Rancho Simi Recreation and Park District to participate in the above activity, 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 participation in said activity. This release is intended to discharge in advance the District, and the City of Simi Valley, and their respective officers, employees, 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 out of negligence or carelessness on the part of the District, or the City of Simi Valley, their officers, employees, and agents. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the District, and the City of Simi Valley, and their respective officers, employees, and agents free and harmless from any loss, liability, damage, cost, or expense which may incur as the result of death or any injury or property damage that said participant may sustain while participating in said activity.

I also understand that the seller fee is non-refundable. I understand this is an outdoor show and the District will not accept any responsibility for goods damaged due to inclement weather. The sellers must make their own decision to set up or not set up their display. Booth spaces are not accessible by vehicle. You will need to carry your setup across a grass field. NO refunds will be made for ANY reason.

Signature: _____ Date: ____/____/____

PAYMENT INFORMATION:

MasterCard [] VISA [] Account # _____ Expiration Date: ____/____

Card Holder Signature: _____

----- (Office Use Only) -----

Date Received: ____/____/____ Bar Code#: 32712 Amount Received: \$ _____ Vendor Booth # _____