



Cosumnes Community Services District

10573 E. Stockton Blvd., Elk Grove, CA 95624

(916) 405-7100 www.cosumnescsd.gov



2023 Regional Safety Day Vendor Application

Submittal of completed application does not guarantee acceptance into Event(s) by the Cosumnes Community Services District ("District"). Vendor preference will be given to vendors who are in line with the themes and purposes of each event, as well as with District's mission. Vendor preference will also be given on the basis of several factors, including but not limited to: fit with the event in question, whether the vendor creates an "interactive experience" that will benefit the event, as well as the vendor's history with District or past performance at District events, level of vendor investment, and date of paperwork received. Vendors will be notified of acceptance with confirmation and request for payment. You must buy enough space to fully accommodate your display. Space is sold in 10' x 10' increments.

VENDOR INFORMATION

Business or Organization Name/Product Line(s):	
Contact Person:	
Address:	
City, State, Zip:	
Business Phone:	Alternate Phone:
Email:	
California Resale License or Non-Profit ID:	Website:

INSURANCE REQUIREMENTS

All Sponsors and Vendors must carry LIABILITY PROTECTION and provide a certificate of insurance that provides general coverage of \$1,000,000 per occurrence, \$2,000,000 aggregate.

Proof of insurance is due by 14 days prior to the event.

- The CERTIFICATE must name Cosumnes Community Services District, 8820 Elk Grove Blvd. Elk Grove, CA 95624.
- The following statement must appear on the certificate:
 - "Additional Insured Endorsement names the Cosumnes Community Services District, its Directors, agents, employees, and any co-sponsor as additionally insured."
- The Certificate of Insurance must be in the exact name of the person/business/organization registered for this event.
- A homeowner's or tenant's insurance policy may provide insurance for your booth space.
- Sponsors/Vendors who do not have an insurance policy can purchase an event policy from:
 - HUB International visit: HUB International for questions (916)-974-7800; or
 - Golden State Risk Management (530) 934-5633 or via email memberservices@gsrma.org.

Vendor HAS LIABILITY PROTECTION – Proof of Insurance Included.

I have read and understand the above Insurance Requirements and agree to abide by all of the conditions set forth.

Signature: _____ Date: _____

Name of Business/Organization: _____

VENDOR RESPONSIBILITIES

- Submittal of completed application does not guarantee acceptance into Event(s) by the District.
- Vendors will be notified of acceptance with a confirmation and request for payment.
- The District does not guarantee vendor sales.
- Vendors selling multiple product lines are required to purchase booth space for each product line.
- Based on event size a maximum of two (2) vendor spaces up to a 10x20 space per vendor is permitted. Spaces cannot be separated into two (2) 10X10 spaces.
- Sponsorship opportunities are available for businesses looking for an event presence and/or marketing opportunities. Please contact Anna Hooper at (916) 405-5303 or annahooper@cosumnescsd.gov.
- Vendors are restricted from giving away products or services that the Event contracts with others for (ex: face painting, water, etc.).
- Unless you have paid the additional health permit fee; distribution or sampling of food or drinks is strictly prohibited.
- Booths sizes are 10'x10' and situated in the parking lot.
- Additional signage outside your designated 10' x 10' space is not permitted.
- Vendors are required to supply their own set up including but not limited to tents, tables, and chairs.
- Placement of your booth is not guaranteed and is at the discretion of Event management. Booth preference will be given on the basis of several factors, including but not limited to: separation of vendors with similar or competing products, space required, vendor contribution to the event, vendor history or past performance at District events, level of vendor investment, whether payment has been received, and date of paperwork received.
- Neither electricity nor water is available.
- Use of private generators is prohibited.
- Vendors selling taxable items are responsible for acquiring a seller's permit through the California State Board of Equalization; a copy of permit must be posted at your booth. Vendors are responsible for submitting their own resale taxes.
- Form BOE 410-D Swap Meets, Flea Markets, or Special Events Certification from the Board of Equalization must be completed and turned in with application if selling merchandise.
- All fire codes, laws, ordinances, and regulations pertinent to health, fire prevention, and public safety shall be strictly obeyed.
- Every booth is recommended to have a fully charged 2A:10B:C fire extinguisher bearing a current California State Fire Marshal service tag, placed in an accessible location near the exit of the structure; or a new fire extinguisher, minimum five (5) pounds, with the sales receipt taped to the side of it for visual inspection.
- Vendor agrees to allow the District to take photos of your booth and product during the Event, for no additional compensation. Photos taken of your product/booth may be used in District promotions.
- Vendors and their personnel shall not consume or use alcoholic beverages or any controlled substance at any time during the event or prior to the completion of all performances under this application.
- Vendor/staff/employees/agents will comply with all vendor policies. Failure to comply can result in expulsion from event without a refund.

REGIONAL SAFETY DAY

Only businesses/organizations fire and life safety may apply.

Date: Saturday, June 17, 2023 - **Time:** 9:00 am – 2:00 pm
Location: Elk Grove Park– 9950 Elk Grove Florin Rd. Elk Grove, CA 95624
Estimated Attendance: 3000+

APPLICATION DUE DATE: June 7, 2023

Space Reservation	Number of Spaces	Fee	Subtotals
6015 Retailer Booth	X	\$150	=
Arts and Crafts Booth	X	\$75	=
Non-Profit Fundraising Booth*	X	\$75	=
Non-Profit Information Booth*	X	\$50	=
Additional Fees:			
Health Permit & Processing Fee		\$100	
Late Fee (Payment received after June 1, 2023)		\$25	
*Must have proof of non-profit status	TOTAL FEES:		

DESCRIPTION OF BUSINESS/ORGANIZATION

Please give a description of your business/organization and/or service/merchandise selling:

Are you selling/distributing/sampling any food or drinks? YES NO

DESCRIPTION OF INTERACTIVE ACTIVITY

Description of fire and/or life safety activity you will be providing at your booth. Examples:
 games or activity that involves fire and/or life safety.

Space required for activity:

INDEPENDENT CONTRATOR

Vendor shall perform all services required under this application as an independent contractor of the District and shall remain, at all times as to the District, a wholly independent contractor with only such obligations as are required under this application. Neither vendor, nor any of its employees, shall be considered an employee of the District.

INDEMNIFICATION

Vendor shall defend, indemnify and hold harmless the District and its Directors, agents, employees, volunteers, and any co-sponsors, from and against any and all claims, actions, liability, damage, loss or obligations, including all costs, demands, expenses, expert fees and costs, and attorney's fees arising out of Vendor's activities pursuant to this application, including by way of illustration and not limitation, the following: (a) any injury to or death of any person or damage to or destruction of any property occurring in or on Vendor's equipment, or any part therefore; (b) any default by Vendor's in the observance or performance of any of the terms, covenants, or conditions of this application ; or (c) the use, occupancy, or condition of Vendor's equipment or activities therein.

NON-TRANSFERABLE

Acceptance of this application constitutes an agreement between the applicant and the District. This agreement is not assignable or transferable without the express written consent of the District.

I have read the regulations included in this "Vendor Application" and I agree to comply with the conditions set forth.

Signature

Date

Name

Business / Organization Name

SUBMIT COMPLETED APPLICATION TO:
Gabriela Gonzalez, Crime Prevention Officer
Elk Grove Police Department
ggonzalez@elkgrovepd.org
(916) 478-8122

APPLICATION CHECK-LIST

Please be sure to include all of the applicable documents:

- Completed Vendor Application - Signed and Dated
- Completed Insurance Requirements Section - Signed and Dated
- Completed BOE 410-D Form (Only required for Vendors selling merchandise)
- Proof of non-profit status (501c3), if applicable
- Photos or description of all items to be sold

DATE RECEIVED:

STAFF INITIALS: