



## HOLTVILLE FARMER'S MARKET/STREET FAIR

### Vendor Application & Agreement

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

City, State and Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Vendor Type:  Merchandise  Food  Information Non Profit Tax ID# \_\_\_\_\_

List ALL item(s) to be sold or distributed:

\_\_\_\_\_  
\_\_\_\_\_

#### THE FOLLOWING WAIVER MUST BE DATED AND SIGNED.

As a participant of the Holtville Farmer's Market/Street Fair I hereby waive any and all rights and claims for damages that may arise against the City of Holtville, its agents, representatives, and/or assigns, and hold each and every one of them harmless for any and all injuries and/or damages suffered in connection with all market activities. I hereby give permission for the free use of my name and picture in broadcast, telecast and/or print media account of this event. I acknowledge I have read the above and fully understand the restrictions stated herein, and agree to abide by the Rules and Regulations established by the City of Holtville.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**City of Holtville**  
121 West Fifth Street  
Holtville, CA 92250  
**Contact:** Haley Dowsey  
(760) 356-3013  
[hdowsey@holtville.ca.gov](mailto:hdowsey@holtville.ca.gov)

**Office Use Only**  
Date Received \_\_\_\_\_  
Received By \_\_\_\_\_  
Fees Paid: \$ \_\_\_\_\_ Receipt#: \_\_\_\_\_

## Holtville Farmer's Market/Street Fair Rules and Regulations

**(1) All Vendors must complete a Vendor Application & Agreement**

**(2) Food Vendors must obtain a Health Food Permit & pay associated fees.**

People who sell merchandise in California are generally required to hold a Seller's Permit.

**You may not sell at this event unless you have a Seller's Permit or are not required to hold a permit.** You are required to have a permit if you are selling, even temporarily, new or handcrafted or used items you purchased for the purpose of reselling to others. You are not required to hold a permit if you are only making "occasional" sales, selling products that are not taxable when sold at retail, or selling on behalf of a Section 6015 retailer.

You may electronically register for Seller's Permit at no cost to you by visiting our website at [www.boe.ca.gov](http://www.boe.ca.gov). To find a Board of Equalization office near you, call our Taxpayer Information Section at 800-400-7115 (TTY:711) or visit our website. If you obtain a temporary seller's permit, the business address on your temporary permit should be the address of the temporary selling location and the mailing address should be your permanent place of business or residence.

**Occasional and Nontaxable Sales** – Occasional sellers are usually people who are not required to hold a seller's permit because they will not be making a series of qualifying sales. A person who has cleared their garage of used items accumulated for their own use and who sells only those items would usually qualify as an occasional seller, provided they make sales no more than twice in a 12 month period. Some sellers who make only nontaxable sales are also not required to hold seller's permits. Examples include sellers of fresh produce or other cold food products sold "to go". Please note, however, some food sales are taxable, including sales of food for consumption in places where admission is charged.

**Section 6015 Retailers** – Revenue and Taxation Code 6015 relieves certain individuals of the requirement to obtain a seller's permit when: (1) the product supplier is a BOE approved 6015 retailer, (2) the product supplier reports and pays tax on the actual "retail selling price", (3) the individual is selling only those items purchased from the section 6015 retailer, and (4) the individual provides the name of the product supplier. Typical section 6015 retailers include multi-level marketing retailers that solicit sales through a network of individual sales people/representatives (for example, Avon, Tupperware).

**Verification of a seller's status is required by law.**

### **Participants are responsible for providing:**

- pop-up canopy
- table (s) for display
- chairs
- display rack
- dolly for loading/unloading
- extension cord (if needed)
- Health Department Permit

### **Vendor Requirements:**

- 1) All spaces are assigned by the City of Holtville.
- 2) All items are required to be sold by and supervised by the vendor or staff employed by the vendor.
- 3) All setup is to be completed within 30 minutes of the start of the event. Upon completion of setting up all vehicles must be moved to the designated Vendor Parking Area.
- 4) Vendors are responsible to set up their own display, and clean up their area immediately after the event is over. All vendors are required to remain in the area during the hours of the event.
- 5) All signage and decorations must meet City approval.
- 6) The City will provide and distribute media information and publicity.
- 7) The Holtville Farmer's Market/Street Fair is an outdoor event that may have inclement weather conditions. The City is not responsible for any damage or theft of any goods, items or vendor display.
- 8) All vendors shall obtain, at their own expense, licenses and permits required for operation, including but not limited to licenses and permits required by the State of California, the County of Imperial (i.e. Seller's Permit – State Board of Equalization, County Health Permit ).
- 9) Participants in the City of Holtville Farmer's Market/Street Fair are prohibited from selling or distributing items that generate public complaints and/or extraordinary clean-up. Prohibited items include "silly string", "spray stink", etc. Vendors selling unapproved items will be asked to leave the premises without refund.
- 10) It is **recommended** that all vendors have a City of Holtville business license.