



HOLTVILLE FARMERS MARKET & STREET FAIR

Vendor Rules and Regulations

121 West Fifth Street Holtville, CA 92250

Vendor Requirements

Vendor Applicants are required to complete the following document so as long as they are applicable: City of Holtville Vendor Application, City of Holtville Business License, City of Holtville Agreements, ICPHD Temporary Food Facility Permit, and CDTFA-410.

Participants are required for providing all items necessary to operate such as, but not limited to, the following items: Table(s) and chairs for display or display rack; quiet generator; lighting for booth; canopy; and/or colly for loading/unloading. The City of Holtville does not provide electricity.

Vendors are responsible for ensuring all employees, associates, and independent contractors understand and abide by these rules and requirements as set forth, therein and any others that may be implemented. All vendors shall obtain at his or her expense, all licenses and permits required by the State of California, Imperial County, City of Holtville, and local agencies prior to the operation of business. All licenses and permits necessary to sell must be displayed or readily available for review at all times. All merchandise and food vendors are required to obtain a City of Holtville Business License for the conduction of business and sales within the City of Holtville. A Seller's Permit is required for any retail business indicating your Holtville Location (Address of the event). The permit must be posted on site at all times. Failure to comply will result in the vendor leaving the premises without a refund.

Potable water shall be provided solely by the vendor, themselves, and comply with health department requirements. Vendors are prohibited to plug into the City of Holtville's electrical outlets. Electricity shall be provided solely by the vendor, themselves, and must comply with the requirements. Vendors are prohibited to utilize loud or fume-emitting generators as a source of electricity. If the use of a generator is required, it must be a portable, whisper (quiet) generator. Food-sampling vendors must abide by the Imperial County Public Health Department's regulations. Only pre-approved items can be sold or distributed from vendor spaces. Vendors must comply with all federal, state, and local ordinances. Vendors may not discriminate on the basis of race, religion, color, sex, national origin, age, mental or physical disabilities, sexual orientation, and gender identity. Vendors are prohibited to sell items that can be detrimental to the public health, safety, or well-fare of the public. The City of Holtville will provide and distribute all media and publicity.

1. The City of Holtville provides only the vendor booth space and booth spaces are assigned by the City of Holtville event organizer.
2. Event Set-Up and booth spaces are subject to change at any time. City of Holtville will assign all booth spaces according to availability and booth description. (Each booth space is 12x12).
3. Vendors must supply their own canopies, sandbags (in case of windy weather), tables, display boards, etc., and must stay within their allotted space.
4. Set up starts two (2) hours before the event. Vehicles must be off the vending area (1) one hour before event start time.
5. Vendor products are not allowed on the sidewalks or leaning against buildings or trees. No dumping of ice, water or other fluids within the event area.
6. Vendors are responsible for his or her own display, set up, and clean up. Set-Up and Tear-Down times must be adhered to. Vendors are subject to expulsion if not in compliance with guidelines and requirements.
7. Each vendor is responsible for filing any and all returns required by the State of California with respect to sales tax collection.
8. Vendors are responsible for maintaining their space assigned to them in clean and sanitary condition, and when vacating such space, MUST remove all equipment and waste/trash before they leave.
9. Vendors must vacate the event premises and travel lanes must be reopened by one (1) hour after the end of the posted event time.



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10. Vendors may not leave the event within the posted hours of each event.
11. Vendors are not allowed to distribute outside of their space, use promotional barking or play loud music.
12. The City of Holtville will not be responsible for any damages or theft.

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

For general information, please call the CA Department of Tax and Fee Administration at (800) 400-7115. You may also apply online on their website: www.cdtfa.ca.gov

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.

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).

Ethics and Conduct

Harassment or aggressive behavior towards any City of Holtville employee, volunteer, vendor, or customer will not be tolerated. Harassment includes but is not limited to: direct insults, bullying, intimidation, malicious gossip, victimization, and physical assault. Any concerns, disputes, or complaints must be submitted in writing to the City of Holtville, 121 W. 5th Street, Holtville, CA 92250 at the attention of Farmers Market Event Organizer.

Penalties

Failure to comply with the rules and regulations may result in the expulsion from the events held by the City of Holtville. The City of Holtville reserves the right to rule on any situation deemed incompatible with the rules and regulations and impose the aforementioned penalty. The City of Holtville shall be held harmless in the event of inconvenient, loss of income, or any damages resulting from the enforcement of these rules.



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City of Holtville Event Vendor Rules and Regulations Agreement

I have read and understood the attached Vendor Rules and Regulations. By signing below, I acknowledge and agree to abide by the rules and requirements as set forth, and further understand that failure to comply may result in a non-refundable loss of fees, removal from the event, and may prevent further participation in future events held by the City of Holtville.

Printed Name: _____ Signature: _____ Date: _____

Business Name: _____

Liability Waiver Agreement

As a participant of the City of Holtville's Events, I hereby waive any and all rights and claims for damages that may arise against the City of Holtville, its officers, officials, employees, agents, representatives, volunteers 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 and event activities. I hereby give permission for the free use of my name and business 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: _____

Business Name: _____



HOLTVILLE FARMERS MARKET & STREET FAIR Vendor Application

121 West Fifth Street Holtville, CA 92250

Name: _____ Phone Number: _____

Business/Organization Name (if applicable): _____

Mailing Address: _____ City: _____ Zip Code _____

Email Address (Required): _____

Emergency Contact (Name & Phone number): _____

Date of Event(s) of which you are applying for: _____

Event Application Business License Fees:

Please note that fees are non-refundable. We accept cash, checks, or money orders payable to the City of Holtville, 121 W. 5th Street, Holtville, CA 92250. We do not charge for booth space fees. Booth spaces are 12X12. Therefore, vendor booth spaces will be selected by the organizer. Please select from the list below all that are applicable.

- Information Vendor: No application fee
- Merchandise Vendor: \$10 each event or \$40 one year; CA State Resale # _____
- Food Vendor: \$20 each event or \$80 one year; CA State Resale # _____
- ICPHD Temporary Food Facility Permit Vendor (TFF): \$75 each event
- Mobile Unit, 6 or 12 Month Permit Holder Food Vendor: \$25 each event, ICPHD Permit # _____

Non-Profit Organization 501 (c) (3) # _____ Letter Attached: Yes/No _____

Please list all item(s) to be sold or distributed: _____

Booth Description: _____

City of Holtville Organizer: Haley Dowsey | (760) 356-3013 | hdowsey@holtville.ca.gov

Office Use Only

Date Received: _____ Fees: \$ _____ Receipt # _____ Received by: _____

Notes: _____

SWAP MEETS, FLEA MARKETS, OR SPECIAL EVENTS CERTIFICATION TO OPERATOR

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

You are required to verify your seller’s status by law. Please complete all four sections of this form and submit your completed form to the operator of each event where you are a seller. Partners and additional sellers at your business location should complete a separate copy of this form.

1. EVENT INFORMATION

EVENT NAME AND PLACE	
EVENT DATE(S)	TABLE/BOOTH/LOCATION ID NUMBER

2. VENDOR/EXHIBITOR INFORMATION

OWNER’S NAME	
MAILING ADDRESS (street number or PO box, city, state ZIP code)	
TELEPHONE NUMBER	DRIVER LICENSE NUMBER/STATE ID NUMBER AND STATE
TYPE OF BUSINESS AND DESCRIPTION OF ITEMS TO BE SOLD/DISPLAYED	

3. STATUS (check the appropriate boxes and provide the requested information)

- I hold a valid seller’s permit. My permit number is: _____
- I am not making or soliciting sales of tangible personal property at this event.
- I am not required to hold a seller’s permit because:
 - My retail product sales are not subject to tax
 - My sales are exempt occasional sales (see explanation below)
 - I sell on behalf of a section 6015 retailer _____
(name)

4. CERTIFICATION

The above statements are certified to be correct to the best of my knowledge and belief.

NAME (type or print)	TITLE
SIGNATURE	DATE

People who sell tangible personal property (merchandise) in California are generally required to hold a seller’s permit. You **may not** sell at this event without a seller’s permit, unless you are not required to hold one. You are required to have a permit if you are selling, even temporarily, new or used merchandise, including items you purchased for the purpose of reselling to others. You are not required to hold a seller’s permit if you are only making “occasional” sales (see below), selling products that are not taxable when sold at retail, or selling on behalf of a section 6015 retailer (see below).

You may register for a seller’s permit by visiting our website at www.cdtfa.ca.gov. If you obtain a temporary seller’s permit, the business address on that 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—Due to the number, scope, and character of their selling activities, some sellers are not required to hold a seller’s permit. For example, a person who is disposing of unwanted household items, and does this no more than twice in any twelve month period, is generally considered to be an occasional seller. Also, some sellers who make only nontaxable sales are not required to hold a seller’s permit. Examples include sellers of fresh produce or other cold food products sold exclusively “to go.” Please note, however, some food sales are taxable, including sales of food for consumption in places where admission is charged, including some swap meets or flea markets.

Section 6015 Retailers—Revenue and Taxation Code section 6015 relieves certain individuals of the requirement to obtain a seller’s permit when: (1) the product supplier is a CDTFA approved section 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 salespeople/representatives (for example, Avon, Tupperware, etc.).

City of Holtville

Farmers Market Business License Application

121 W. 5th Street Holtville, CA 92250 Phone 760-356-2912

Event New License Change in Location Change in Owner Change in Name Renewal
(Circle one)

Business Name: _____ Address: _____

Type of Business: _____

Business Phone: _____ Business Fax: _____

Business Owner Information	
Name: _____	FEIN: _____
Address: _____ (No PO Boxes)	SEIN: _____
Mailing Address: _____ (If Different from Above)	Sales Tax Permit No: _____
Phone: _____	State SIC Code: _____
Driver's License No: _____	CA Contractor's License Type: _____
DL State: _____	Contractors License Number: _____
DOB: _____	

Event: _____
Date: _____

Emergency Services Information	
Emergency Contact: _____	Alternate Contact: _____
Cell Phone: _____	Cell Phone: _____
Home Phone: _____	Home Phone: _____
Home Address: _____	Home Address: _____
Days of Operation: S M T W Th F S (Circle all that apply)	Alarm Company: _____
	Alarm Co. Phone: _____
Hours of Operation: _____	Alarm Permit No: _____

I CERTIFY under penalty of perjury that the foregoing statements are true, accurate, and complete to the best of my knowledge and belief. I also certify that I will notify the City of Holtville of any change in the information submitted herein.

Date of Application: _____ Applicant Signature: _____

Title of Applicant: _____

With the business license application please attach the following information, if required:

1. Copy of Driver's License
2. Copy of Contractor's License
3. Copy of Health Permit
4. Certificate of Occupancy (if you are opening a business within the city limits you are required to obtain a Certificate of Occupancy from the County Building Department before water can be turned on in your business name; not required for a home occupation)

Contact Information

City Manager

121 W 5th Street
760-356-4574

Finance Department

121 W 5th Street
760-356-4685

Fire Department

585 Fern Avenue
760-356-2673

City Clerk

121 W. 5th Street
760-356-2912

Planning Department

The Holt Group
1601 N Imperial Avenue
El Centro, CA
760-337-3883

Sheriff's Department

585 Fern Avenue
760-356-2991

Public Works Department

121 W 5th Street
760-356-2632