

Humane Society of Ventura County Santa Paws

Holiday Boutique

Sunday November 23, 2014

Application Deadline: Friday, October 31, 2014

Vendor Rules/Guidelines & Application

HOLIDAY BOUTIQUE DETAILS

Date: Sunday, November 23, 2014
Hours: 10:00am to 3:00pm
Location: Humane Society of Ventura County - 402 Bryant Street, Ojai, CA 93023
Setup: Sunday, November 23rd - 6:30am - 9:30am
Teardown: Sunday, November 23rd - 3:00pm - 5:00pm

HSVC CONTACT INFORMATION

Contact: Heather Rowe, PO Box 297, Ojai, CA 93024
Phone: 805.646.6505 x 104
Fax: 805.646.6651
E-Mail: HeatherR@hsvc.org
Office Hours: 9:00am – 5:00pm – Monday-Friday

BOOTH TYPES & FEES

Outside 10' x 10' \$25

PAYMENTS

Payment must be submitted by cash or check (payable to HSVC) or credit card prior to the Holiday Boutique, along with the completed application, Special Events Certification form and copy of required, valid seller's permit. Priority will not be given to incomplete applications/forms.

REQUIRED SELLER'S PERMIT

State law requires the Humane Society of Ventura County to document, in writing, the Seller's Permit status of all people who sell at our event. Therefore, all vendors must fill out the attached 'Swap Meets, Flea Markets or Special Events Certification' - BOE-410-D. The form asks for a valid Seller's Permit for anyone wishing to sell taxable merchandise at this Boutique. The HSVC location must be named on your permit. If you are exempt due to selling exempt products, or because you are an occasional seller (no more than two events per year), you do not need a Seller's Permit, but please mark the appropriate box on the form. For additional information or to acquire a free Seller's Permit, call the State Board of Equalization or visit our local field office:

California State Board of Equalization

4820 McGrath St., Suite 260

Ventura, CA 93003-7778

Phone 1.800.677.2700 – Fax 1.805.677.2710 - www.boe.ca.gov

RESERVATIONS & SPACE ASSIGNMENTS

- In order to assure a standard of quality, this will be a juried show with preference given to handcrafted items. No commercial products or food items will be accepted.
- Applicants must accept the space given to them by the Boutique Coordinator
- Incomplete applications or those missing required Seller's Permit/BOE form 410-D will not be processed until all items are submitted.
- Selection of Boutique vendors is at the discretion of the Boutique Team, based on the vendor's ability to enhance the overall Boutique image.
- All vendor merchandise must be approved through the application process.
- In the case of multiple vendors of the same items, priority will be given based upon receipt date of applications.
- A limited number of spaces are available with electricity. These spaces sell out quickly so please call or email for availability before submitting your application & payment.
- Applications and booth fees are due by Friday, October 31, 2014 or until all spaces are filled.
- Applications must include photos of the majority of merchandise to be sold for new vendors.
- Exhibitors will be notified of acceptance by email.
- Booth fees are non-refundable once vendor is accepted. Booth fees will be returned to vendors not accepted.

BOOTH DISPLAY

- Applicants must maintain and leave their booth in a safe and clean condition.
- No amplified sound or music will be permitted in your booth.
- Vendors are responsible for bringing their own tables and floor length tablecloths.
- Outdoor area is partially covered but canopies are welcome and recommended.
- Booths must be attended at all times. The organizers or their agents assume no responsibility for lost or stolen items.
- Vendors are responsible for decorating their booths with a festive holiday theme. No nails, tacks or
- Breakdown time begins at 3:00pm and must be completed by 5:00pm. No breakdowns before 3:00pm.

GENERAL RULES & INFORMATION

- A loading/unloading zone will be available curbside next to your space. Please load/unload vehicles, then please move them to the vendor parking area.
- Smoking or drinking of alcoholic beverages is not permitted on HSVC property.
- Applicants are responsible for the actions of their employees, representatives, or agents.
- All applicants must comply with all applicable Federal, State, County, and local laws, ordinances and regulations.
- The Boutique Coordinator will implement and enforce all rules and regulations pertaining to the operation of the Boutique in a fair and equitable manner.
- Of course, we love pets but please leave them at home the day of the event. Service dogs are allowed.
- Newspaper ads, newsletter articles, mailings, website and social media postings will be placed promoting the event.

2014 Humane Society of Ventura County 2014 Santa Paws Holiday Boutique Vendor Application

Please fill in the information below, read the Information, Vendor Rules/Guidelines, included with this application and return the completed forms including a copy of your Seller's Permit to the Humane Society of Ventura County, PO Box 297, Ojai, CA 93024 – Attn: Heather. DEADLINE: Friday, October 31, 2014 at 5:00pm. Make checks payable to HSVC.

Please Print

Business Name: _____

Seller's Permit number: _____ Verified: _____

Contact Name: _____

Email Address: _____

Mailing Address: _____

Phone: _____ Fax: _____

MERCHANDISE DESCRIPTION – Describe items that you will sell. Please include a representative photo of each of the different types of items. Alternately, email photos to HeatherR@hsvc.org:

10' x 10' Outside Booth\$25

TOTAL AMOUNT\$_____

Payment Method: Check Credit Card

Card Number _____ Exp. Date _____

Signature _____

This is a juried show with preference given to handcrafted items. No commercial products or direct sellers will be accepted. Applicants will be chosen based on quality of items, consumer demand and a goal to provide a balanced overall variety of merchandise. In the case of multiple vendors of the same items, priority will be given based upon receipt date of completed applications.

Application, payment, Special Events Certification and copy of Seller's Permit are due by October 31, 2014 or until all spaces are filled. Upon acceptance, spaces will be assigned with priority given to early registrations. Exhibitors will be notified of acceptance within two weeks of receipt of completed application and payment. Booth fee will be processed and is non-refundable once vendor is accepted. Booth fee will be returned within two weeks to vendors not accepted.

Vendors indemnify and hold harmless the Ventura Unified School District and the Humane Society of Ventura County from all loss, damage and claim resulting from this event.

APPLICANT'S SIGNATURE: _____

PRINT NAME: _____ DATE: _____

SWAP MEETS, FLEA MARKETS, OR SPECIAL EVENTS CERTIFICATION

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 items 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 section 6015 relieves certain individuals of the requirement to obtain a seller's permit when: (1) the product supplier is a BOE approved section 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).

Verification of a seller's status is required by law. Please complete all four sections of this form. Please Print.

1. EVENT INFORMATION

EVENT NAME AND PLACE: 2014 Santa Paws Holiday Boutique

EVENT DATE(S): November 23, 2014

TABLE/BOOTH/LOCATION:

2. VENDOR/EXHIBITOR INFORMATION

OWNER'S NAME:

MAILING ADDRESS (street number or PO Box):

CITY, STATE AND ZIP CODE:

TYPE OF BUSINESS, DESCRIPTION OF ITEMS TO BE SOLD/DISPLAYED

3. STATUS-Check appropriate boxes, and provide requested information

- I hold a valid seller's permit. My number is:
- No sales of tangible personal property are being made or solicited 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
 - I sell on behalf of a section 6015 retailer

4. CERTIFICATION-Partners/additional sellers, complete a separate copy of this form

The above statements are certified to be correct to the best knowledge and belief of the undersigned:

NAME..... TITLE.....

SIGNATURE DATE.....