



May 5th, 2018 on the Town Green

Registration Form / Vendor Application

YES! ___ I wish to participate in the Windsor Day Festival on the Green.

\$50 Application Fee Enclosed (Non Refundable)

Name of Individual / Business: _____

Contact Name _____ Phone: _____

Cell Phone: _____ Email _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Business License / Certified Producer's Certificate Number: _____

Brief description of what you're selling and/or what your organization will be doing at the Festival

All vendors must provide their own 10' x 10' pop-up tent, table and chair(s), (and power source, if needed.) *We encourage you to have a children's activity or giveaway at your booth.*

Please enclose a copy of your Business License, Certified Producer's Certificate and / or other pertinent forms such as Health Permits, Nursery Licenses or Organic Certification.

I agree to abide by the Rules and Regulations of the Windsor Odd Fellows 2018 Windsor Day Festival on the Green and all other county or state laws pertaining to selling at such an event.

Print Name: _____

Signature

Date

Please submit this completed form, your vendor waiver, and the \$50 application fee to:

Windsor Odd Fellows, 337 Windsor River Road, Windsor, CA 95492 - Attention: Festival Committee

Email To: EVENTS@windsoroddfellows.org • Questions Call Reyna: (707) 799-3697

ODD FELLOW LODGE #215• 2018 WINDSOR DAY FESTIVAL RULES and REGULATIONS

Section I: PROCEDURE TO BECOME AN APPROVED VENDOR

- (A) Obtain all necessary certificates/permits/licenses/requirements. (See Section II below for specific requirements.)
- (B) Provide copies of all relevant certificates to the Festival Manager.
- (C) Submit to Odd Fellow Windsor Day Festival Application to Vendor and have permission from Festival manager to vendor
- (D) Read and agree to abide by these Rules and Refutations as well as those applicable regulations of the City of Windsor, the County of Sonoma.

Section II: CERTIFICATES/PERMITS/LICENSES

- (A) Health Department Permit is required in order to sell food products, including, but not limited to prepared foods.
- (B) A Business License is required for all vendors. Applications are available from the Festival Manager or at the Town of Windsor business office.

Section III: MISCELLANEOUS RULES

- (A) Notice to Manager: Except in cases of emergency, every vendor is required to notify the Manager no later than 24 hours before the festival if he/she will not be present.
- (B) Prices: Prices must be visibly displayed. Collusion among vendors to set or raise prices or any attempts to influence a vendor to increase prices is prohibited.
- (C) Certificates, Permits, Licenses must be prominently displayed.
- (D) Arrival and Departure: Vendors must be in their spaces no later than 10 a.m. Vendors who DO NOT ARRIVE ON TIME may, at the discretion of the Festival Manager, lose their stall space. Sellers may not vacate their stall space until 3:30 p.m. Under certain circumstances, with the permission of the Festival Manager Vendors may leave the festival early.
- (E) Safety: Public safety is of the greatest importance. Vendor booth spaces must be kept in a safe condition. Umbrellas must be securely fastened. Vehicles must be operated in a safe manner.
- (F) Insurance: You are NOT insured under the Festivals liability policy. It is recommended that you carry your own premises liability.
- (G) Stall Spaces: Vendors must accept the stall space assigned by the Festival Manager.
- (H)

Section IV: MARKET ETIQUETTE

- (A) All vendors are expected to maintain high standards of honesty and integrity with respect to the representation and sale of their product and to conduct themselves at all times in a professional, courteous and helpful manner towards customers. Other vendors, and the Festival Staff and Volunteers.
- (B) Misrepresentation about your product or discourteous, rude and disruptive behavior is grounds for dismissal from the festival.
- (C) Vendors are responsible for the safety and behavior of their staff.
- (D) Vendors may not smoke tobacco products, drink alcohol or bring pets to the festival.
- (E) Vendors must maintain their stall spaces in a clean and sanitary condition. Removal of trash, garbage, ect.
- (F) No radios, boom boxes, or loud hawking is permitted.

Section V: VIOLATIONS

Whenever the Market Manager in good faith believes a vendor has violated the Rules and Regulations of the Festival. The Sonoma County Department of Public Health or The Town of Windsor, the following actions may occur:

- (A) If the public safety appears to be threatened in any way, the Festival Manager, in his/her sole discretion, vendor must immediately dismiss the offending vendor and escort them out of the festival.
- (B) For general rule violations the following protocol shall apply: The Manager shall verbally warn the vendor that their behavior violates market rules which may result in a dismissal.

All Rules will be implemented and enforced in a fair, nondiscriminatory, equitable manner.

Revised February 15, 2018

Reyna Saldana

Odd Fellows Lodge #215 337 Windsor River Rd. • Windsor, CA 95492 • 707-838-6142

**WAIVER OF LIABILITY, MEDICAL RELEASE AND
INDEMNIFICATION AGREEMENT
ACTIVITY: WINDSOR ODD FELLOWS – WINDSOR DAY FESTIVAL
Saturday, May 5, 2018**

In consideration for being permitted by the Town of Windsor & Windsor Odd Fellows 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 as a result of my participation in said activity. This release is intended to discharge, in advance, the Town & Windsor Odd Fellows (their officers, employees, volunteers, agents and elected officials) from and against 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 Town & Windsor Odd Fellows or (their officials, employees, volunteers, agents and elected officials).

I understand that the above activity may be of a hazardous nature and/or include physical and/or strenuous exercise or activity; that serious accidents occasionally occur during the above activity; and that participants in the above activity occasionally sustaining mortal or personal injury and/or property damages as a consequence thereof. Knowing the risks involved, nevertheless, I have voluntarily applied to participate in said activity, and I hereby agree to assume any and all risks of injury or death and to release and hold harmless the Town & Windsor Odd Fellows (their officers, employees, Volunteers, agents and elected officials) who through negligence, carelessness, or any other act or omission might otherwise be liable to.

I further understand and agree that this waiver, release, and assumption of risk is to be binding on my heirs and assigns. I further agree to indemnify and to hold the Town & Windsor Odd Fellows (their officers, employees, volunteers, agents and elected officials) free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of any injury and/or property damage that I may sustain while participating in said activity.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN THE TOWN OF WINDSOR & WINDSOR ODD FELLOWS AND ME. AND I FIND IT OF MY OWN FREE WILL. (Each participant must personally sign).

Print Name

Date

Signature

Telephone Number

Street Address

City / Zip

