Old Spanish Days in Santa Barbara, Inc.
2022 Mercado De La Guerra
Wednesday, August 3 – Saturday August 6, 2022
Hours of Operation: 11:00am to 10:00pm

All events may be subject to cancellations due to Covid-19 global pandemic. In the case of cancellation, OSD will provide a refund of any paid booth space fees, or it may be retained on file for Fiesta 2023. OSD is not responsible for any fees incurred to participate in the De La Guerra Mercado.

Food and Beverage Vendor Application

Please read the application carefully and fill it out completely even if you are a returning vendor. This application is due back to the Old Spanish Days office with 50% booth fees by Friday, June 15, 2022 via email to mercado@sbfiesta.org, (805) 962-9943, or mail to Old Spanish Days, P.O. Box 21557, Santa Barbara, CA 93121

If you know you are not returning please let us know as soon as possible.

Organization: ____________________________________________

Contact Person: ______

Address of Contact: _______________________________________

__________________________________________________________
City State Zip Code

Telephone: _______________________________________________

Best Number During Event: _________________________________

E-mail: _________________________________________________
Non-Profit Affiliation

All food and beverage vendors must be an active Santa Barbara County non-profit or be affiliated with an active Santa Barbara County non-profit.

For profit booths donating to an active non-profit must provide every year a contact name, phone number, tax ID #, copy of IRS 501(c)3 letter and donation amount to their non-profit.

If you are not affiliated with a non-profit or cannot provide proof on non-profit affiliation by July 15th, Old Spanish Days becomes your default non-profit.

Nonprofit/Charity Name: ____________________________________________

Contact Name to verify fund transfer: _______________________________ Contact Number: ____________

Tax ID #: __________________ Donations Amount: % ____________ *

(Suggested: 15%)

* = Required Information
**Food and Beverage Product List**

Below, please list ALL products you are requesting to sell.

Please support Old Spanish Days' long standing local sponsors Jordanos by purchasing their products for your food, beverage and other supply needs during Old Spanish Days Fiesta.

Please **be specific** when listing menu items. Example: "Beef and Cheese Burritos" means one burrito containing both beef and cheese, not beef burritos and cheese burritos. Please list individual items separately and fill in the ingredients. Thank you!

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<th>Menu Item</th>
<th>Ingredients</th>
<th>Cost</th>
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<tr>
<th>Beverages</th>
<th>Description</th>
<th>Cost</th>
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<tr>
<td>1. Examples: Soft Drinks</td>
<td>16 fl oz (can)</td>
<td>$2.00</td>
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<tr>
<td>2. Examples: Juice</td>
<td>8 - 16 fl oz (bottle)</td>
<td>$2.00</td>
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*Water to be sold by Old Spanish Days Only*
Sellers Permit or Exemption

The State Board of Equalization requires all vendors selling taxable items to have a valid Seller’s Permit number. No vendor selling taxable items will be allowed to sell at Fiesta without a valid seller’s permit. Any questions regarding exemption must go through the State Board of Equalization.

If you will be claiming exemption, you will need to fill out, sign and return the form BOE-410-D Rev 6 available on the BOE website. Please contact the Old Spanish Days office (805 962 8101) if you have any trouble retrieving this form.

☐ State Board of Equalization Seller’s Permit #: __________________________

☐ Board of Equalization Exemption Form Included

Insurance Requirement

ADDITIONAL INFORMATION WILL BE PROVIDED TO APPROVED APPLICANT

To participate in the Old Spanish Days Mercados you must have adequate Commercial General Liability insurance with minimum coverage of $1,000,000 each occurrence/$2,000,000 aggregate including Products and Completed operations. Policies must be written on an “occurrence” basis and not on a “claims made” policy.

Old Spanish Days and the City of Santa Barbara must be named as Additional Insureds. The address for Old Spanish Days is P.O. Box 21557, Santa Barbara, CA 93121-1557. The address for the City of Santa Barbara is P.O. Box 1990, Santa Barbara, CA 93102-1990.

We encourage you to utilize your own resources for obtaining the required liability policy from your own insurance agent. However, you can purchase coverage under our insurance program for $98.

If you procure your own coverage:

You must provide 2 forms: A Certificate of Insurance and an Additional Insured Endorsement. Both forms should name “Old Spanish Days in Santa Barbara Inc., its officers, employees and agents and the City of Santa Barbara, its officers, employees and agents” as additional insureds.

You must return these forms to Old Spanish Days no later than Thursday July 15, 2022 completed with all documents signed with required booth fees.

If your insurance certificate and additionally insured endorsement are not received by this date, you will be placed under Old Spanish Days insurance and charged $98.

☐ Own insurance – due no later than July 15, 2022
□ OSD insurance – will submit $98

I understand these terms and agree to abide by the above:

X __________________________
Old Spanish Days Procedures, Expectations and Code of Conduct

Please read the following **carefully and completely and initial by each item** to confirm that you are aware of all policies, procedures and expectations. Failure to understand or follow any of the points below may result in technical issues, delay of booth opening, removal from Mercado De La Guerra 2022 and/or refusal of participation in future Old Spanish Days Mercados.

X____ I understand that paperwork and payments must be turned in to the Old Spanish Days office by the announced due dates to hold my booth space. If I fail to meet a due date, I am no longer guaranteed a booth in Mercado De La Guerra.

X____ I understand that specific booth placement requests are **not guaranteed** and that the Old Spanish Days Mercado Committee reserves the right to alter booth placements at any time if deemed necessary.

X____ I understand that product exclusivity will be enforced by the Old Spanish Days Mercado Committee and that I will only be allowed to sell items that have been specified and approved in advance; any products not approved prior to the event will be removed.

X____ I understand that bottled water will only be allowed to be sold at the Old Spanish Day’s Booth. Water **CANNOT** be sold by any other Mercado vendor.

X____ I understand that my assigned time to begin booth set up is **no earlier than Sunday, July 30 at 7am.**

X____ I understand that **no halogen lighting** is allowed in my booth, and that all lighting must be LED. There are NO exceptions to this rule.

X____ I understand that I may use **12 GA ONLY.** 12 GA is preferred. Anything beyond 12 GA may cause electrical shortages that will affect neighboring vendors as well as my own booth. Only commercial grade/rated appliances allowed. Each vendor will only have access to four 20-amp circuits to run their equipment and should plan accordingly.

X____ I understand that I need to have a fully plumbed hand wash sinks, 3 compartment sinks and hot and cold running water.

X____ I agree not to use duct tape on any property of Old Spanish Days or the City of Santa Barbara.

X____ I understand that propane use in the food booths is prohibited by the County Fire Department and that my booth will not be allowed to open with propane on site.

X____ I understand that any offensive, partisan, or crude behavior towards any member of the OSD Committee before the event and any such behavior towards any party during the event qualifies me for being removed from the event and/or being disallowed from participating in future Old Spanish Days events.

X____ I understand that public intoxication is not allowed of any Mercados vendor. If any vendor or booth worker is under the influence of alcohol or observed using it the offending party will be removed by the Santa Barbara Police Department. Open container policies will be strictly enforced.
Old Spanish Days Procedures, Expectations and Code of Conduct

I agree to comply with Old Spanish Days standards and rules as set forth by the Mercado De La Guerra Committee, the Board of Directors of Old Spanish Days, the Santa Barbara County Public Health Department and the City of Santa Barbara.

I understand that Mercado De la Guerra is an invitational event and the committee reserves the right to refuse participation of any person at any time for any reason. I have read all of the above and previous page completely, initialed all statements on the previous page and agree to follow all standards and rules.

X

Signature of Vendor

Date

Print Name

Health Department Compliance

As a food vendor for Old Spanish Days Fiesta, you are required to meet all of the requirements of the Santa Barbara County Health Department and to fill out and return the included Temporary Food Facility Application to the Old Spanish Days office by June 7th re: event and must cooperate with their inspections as requested. Failure to do so could result in the temporary or permanent shut down of your booth, and may affect your invitation to return in the future.

A mandatory meeting will be held Tuesday, June 7th at 5:30 pm at the Carriage Museum at 129 Castillo Street. A Health Department Representative will give a complete a presentation regarding rules, requirements, updates and any concerns from previous years as well as answer any questions you might have. Mercado Committee members will also be present to answer any questions.

I understand these terms and agree to abide by the above: X
City of Santa Barbara Parking Lots

The City of Santa Barbara Downtown Parking handles vendor parking for Mercado De la Guerra. Closer to the event, they will mail out parking permit information and applications to all De la Guerra vendors. Parking in the City Lot is optional but if you would like a pass at a discounted rate you will need to purchase them from Downtown Parking directly. OSD no longer handles parking permit purchases. 

Passes for loading and unloading in Mercado De La Guerra will be mailed by Old Spanish Days in mid-July. Any and all unloading passes from OSD cannot be used as parking passes; they are not recognized by police or parking attendants.

City of Santa Barbara Utilities

The City of Santa Barbara provides natural gas, water, and sewer facilities throughout De La Guerra Plaza at various locations. These utilities are to be used and shared by all food and beverage vendors as needed and you agree to be accommodating in allowing your neighboring vendors access to these utilities.

Booths located where a utility landscape box is present shall remit a security deposit of $500 to ensure the return of the gas and water valves, connectors and hoses located within these utility boxes. This fee is required by the City of Santa Barbara whether or not the vendor uses these utilities and is required solely to ensure the proper return of the valves, connectors, and hoses provided by the City of Santa Barbara.

You must submit a separate $500 check for the Utility Deposit. This check will be held and returned to you in full after the city inspector has verified all items have been returned.

Make sure to physically return all utility components to an OSD committee member at breakdown. All components (hoses, valves, connectors, etc.) supplied will be verified and documented as received. Failure to return components will result in forfeiture of this deposit and may affect your invitation to participate in the future.

I understand these terms and agree to abide by the above: X

City of Santa Barbara Electrical Compliance

The City of Santa Barbara provides electricity for De La Guerra Plaza and the distribution is accomplished by the efforts of Old Spanish Days. The extension cords, distribution boxes, and connectors are provided by Old Spanish Days and your assistance in ensuring their return is required. Electricity is to be used and shared by all food and beverage vendors as needed and you agree to be accommodating in allowing your neighboring vendors access to these utilities.

12GA minimum is required for electrical cords. No household appliances allowed; commercial grade equipment/appliances ONLY (subject to inspection at any time throughout the event)

Please list all electrical appliances & fixtures: ____________________________

I understand these terms and agree to abide by the above: X
2022 Release Form

The undersigned is aware and understands that participation in the events, venues and activities of Old Spanish Days Fiesta may carry risks of injury and/or harm, and voluntarily assumes the risks of harm arising out of, or connected with, participation in Old Spanish Days Fiesta.

The undersigned agrees to obtain a signed Release and Hold Harmless form from each participant/volunteer prior to allowing the individual to participate in Old Spanish Days Fiesta, and return the signed form(s) to the event chair.

The undersigned hereby releases Old Spanish Days in Santa Barbara, Inc., a California corporation, its employees, agents, directors and/or officers, their heirs, executors and/or administrators, and any and all other persons and associations of Old Spanish Days in Santa Barbara, Inc., from any and all liability of every nature, known or unknown, from all claims and causes of action that may result by reason of injury to the undersigned or my child, and from any and all damages to property belonging to the undersigned that may result because of his or her participation in Old Spanish Days Fiesta.

The undersigned also agrees to indemnify and hold harmless Old Spanish Days in Santa Barbara, Inc. from any and all claims and demands for injury and damage to any other person(s), including but not limited to, other Old Spanish Days Fiesta participants or spectators.

_Persons under the age of 18 should have a parent or guardian sign in addition to the participant._

_Transportation and chaperonage must be provided by parents or guardian._

If a group, please write Group Name on all sheets, if submitting sheets separately.

Group Name: ______________________________

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Business Name:

Address (as shown on State Board of Equalization Seller’s Permit or Santa Barbara County Health Permit):

Business Owner’s Name: ___________________________ Business Phone Number: ___________________________

Federal Tax Identification Number: ___________________________ State Board of Equalization Seller’s Permit Number: ___________________________

Name, Title or Description of Event: Old Spanish Days Fiesta

Location: Mercado De la Guerra (De la Guerra Plaza)

Date(s) and Time of Event: August 3 – August 6, 2022 from 11am to 10pm.

Type or Description of Product to be Sold or Service Offered: ___________________________

I hereby certify, under penalty of perjury, the information reported on this form is true and complete, to the best of my knowledge.

Applicant Signature: ___________________________ Date: ___________________________

License Fee:
Number of days license is requested: 4
multiplied by $10.00 equals amount owed: $40.00
(Please remit this amount)

or enter current City of Santa Barbara business license number and expiration date

or attach a copy of IRS documentation or State Franchise Tax Board documentation certifying non-profit status.

Make check payable to “Old Spanish Days”

Mail this form and payment, if applicable, in with your OSD Application.
OSD will turn the applications in as a group & write one check to the City of Santa Barbara for ALL Vendor Licenses.
Application Checklist*

A complete application will contain the following:

☐ Food and Beverage Vendor Application Form
☐ State Board of Equalization Seller's Permit # or Exemption Form
☐ Non-Profit Affiliation, Tax ID Number and Contact Information
☐ Certificate of Insurance (naming Old Spanish Days in Santa Barbara Inc., its officers, employees and agents and the City of Santa Barbara, its officers, employees and agents as Additional Insured along with the Additionally Insured Endorsement)
☐ Health Department Compliance
☐ Food and Beverage Product List
☐ City of Santa Barbara Utilities (and Deposit payment if applicable)
☐ City of Santa Barbara Electrical Compliance
☐ Old Spanish Days Policies and Code of Conduct (all items must be read and initialed)
☐ Old Spanish Days Release form
☐ City of Santa Barbara Application for Special Event or One Day Vendor's License (must be filled out by ALL vendors. Payment is waived with a valid 501c3 letter or Santa Barbara City Business License)
☐ Nonprofit 501(c)3 Determination Letter
☐ Booth Fee Payment + Booth Surcharge
☐ Utility Deposit (must be submitted as a separate check)
☐ Health Department Permit Application
☐ 2022 Booth Fee and DLG Surcharge

*All items in the checklist are REQUIRED, not optional
Fees

*TOTAL Booth Fee due July 15: 50% booth fees are due with complete application by June 15, 2022*

2022 Booth Fee Total: $ ________ For ________ Booth(s)

Due upon submittal of application by June 15 - Non - Refundable

Purchase Insurance: $ ________ $98 unless provided by vendor by July 21
City of SB Vendor Permit: $ ________ $40 if applicable to business/organization
City of SB Utility Deposit: $ ________ $500 submitted as separate check payable to: Old Spanish Days

Total Amount Included: $ ________ Remaining Balance Due for Booth: $

Important Info:
- Total Booth Fee is due by July 15, 2022 in order to secure a booth space.
- The Mandatory Food Vendor Meeting will be held Tuesday, July 19 at 6:00 pm at the Carriage Museum
- You will not be allowed to set-up without payment in full.
- BOOTH FEES ARE NON-REFUNDABLE

Please return form & payments via email to mercado@sbfiesa.org or via U.S. Mail to Old Spanish Days, P.O. Box 21557, Santa Barbara, CA 93121

BOOTH PRICING

20x8: $2750
16x8: $2500
12x8: $2200
8x8: $1600
10x10: $1750
10x15 CORNER Booth: $1750