Old Spanish Days in Santa Barbara, Inc.

2022 Mercado De La Guerra Street

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.

Merchant 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 the 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

Organization:

Contact Person:

Address of contact person:

City State zip

Telephone:
Best Number During Event:

Email:
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 __________________
**Merchant Product List**

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

*Every Year You are required to submit photos of the items you wish to sell.* The preferred method of photo submission is as an email attachment to: mercado@sbfiesta.org

Please be **specific** when listing menu items. List individual items separately. You may attach an additional sheet if necessary. Thank you!

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

X____ I understand that I must submit photos of my products every year. If I do not submit photos, those products may be removed by the Mercado committee. Emailed photos are preferred.

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 or 14 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.
X____ I understand that a maximum of 20amps per booth is allowed.

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.
**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

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**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.

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**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 used and shared by all vendors as needed and you agree to be accommodating in allowing your neighboring vendors access to these utilities.

Please list all electrical appliances & fixtures:

________________________________________________________________________
________________________________________________________________________

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

Merchandise Damage/Theft Policy

Old Spanish Days is not responsible for damage to your merchandise, personal property, or any part of your display. This is a street festival and your booth is a public domain. We are not responsible for store front owners washing down sidewalks or the drainage gutters into the street. We recommend that you store your merchandise in plastic bins or keep 6” off the ground to help prevent any chance of damage.

While we do employ security to watch the venue each night, Old Spanish days cannot guarantee that your merchandise is safe. Old Spanish Days is not responsible for theft of or damage to your merchandise or personal property. We recommend that you take anything of value home with you, as well as zip tie tarps around your booth each night.

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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CITY OF SANTA BARBARA

APPLICATION for
SPECIAL EVENT or
ONE DAY VENDOR'S LICENSE

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:

- [ ] Vendor Application Form
- [ ] State Board of Equalization Seller’s Permit # or Exemption Form
- [ ] 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)
- [ ] Merchant Product List
- [ ] Photos of items requested to sell
- [ ] 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)
- [ ] Merchandise Damage/Theft Policy
- [ ] Booth Fee Payment

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

*50% Booth Fee is due June 15 with complete application*

2022 Booth Fee Total: $___________ for _____ 10x10 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

Total Amount Included: $________________________

Important Info:
- 50% of Booth Fee is due upon submittal of completed application by June 15, 2022 in order to secure a booth space. Total amount is due on July 15, 2022
- 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