

39th ANNUAL DINUBA CINCO DE MAYO FESTIVAL

May 5th and 6th, 2017

ARTS & CRAFTS SPACE RENTAL AGREEMENT GUIDELINES

RESERVATIONS: Organizations who want to sell arts and crafts must make reservations. No spaces will be held without advance payment. Deadline for Application submittal is *April 14, 2017*. ***NOTE: A \$25.00 late fee assessed to applications received April 15, thru April 21, 2017. Absolutely no applications accepted after April 21, 2017.*** Fees are non-refundable. Preference will be given to local non-profit organizations, provided their application is received prior to the deadline. Space location is on a first come first serve basis.

LOCATION: The Cinco de Mayo Festival Committee and Booth Chairmen reserve the right to locate concessions in places which best utilize space and provide for a balance of activities.

ASSIGNMENTS AND SET-UP: Space assignments and check-in will begin at 12:00 p.m. at the park on Friday. You must be operating by 4:00 p.m. on Friday and by 9:00 a.m. on Saturday. The sales hours are 4:00 p.m. until 10:00 p.m. Friday, and 9:00 a.m. until 10:00 p.m. Saturday.

SPACE RENTAL FEES:

Local Non-Profit	\$ 75.00
Out of Town Non- Profit Organizations or Handcrafted	\$100.00
Commercial	\$150.00

Each space is a 10' x 10' area, which includes one (1) parking permit. Each additional 10' x 10' space will be charged according to the fee on the application. **There will be no additional parking permits issued.**

Each participant is responsible for their own displays, tables, booths, shade, trash receptacles, etc. Displays are limited to 10' x 10' spaces. Those desiring additional space will be charged in accordance with the fee schedule.

CLEANING DEPOSIT: There will be a **\$100.00** cleaning deposit, as a guarantee that you will leave your area clean. **A separate check must be written for this deposit.** The same check will be returned (*May 7th*) to you when the electrical box has been cleared at check out and under the condition that your booth area is clean at the end of the Cinco de Mayo Festival. **Cleaning deposit will only be returned only if area is cleaned and checked-out by 11:30 p.m.,** otherwise cleaning deposit will **not** be returned. *If the deposit was paid in cash, a check will be mailed to you.*

All booth trash shall be emptied into large trash bin located on McKinley Avenue.

PARKING: Vehicles will be parked diagonally on McKinley Avenue adjacent to the west side of the park. Parking spaces are numbered and will be assigned at the time of registration. You may only park in YOUR assigned space. Vehicles will be allowed on the grass in the Arts and Crafts area at Friday, May 6th before 2:00 p.m. and Saturday, May 7th before 8:30 am and after the Cinco de Mayo Committee determines it is safe for the public, after the closing of the park at 10:00 p.m. Be prepared to hand truck your merchandise to your space. **PLEASE BE SURE TO BRING A HAND TRUCK OR DOLLY!**

LIMITATIONS: Under no circumstances will you be allowed to spend the night in your space. The Cinco de Mayo Festival Committee reserves the right to limit the number of food, craft, and game and merchandise concessions. The Cinco de Mayo Committee also reserves the right to adjust the number of activities to meet the logistical needs of the Festival.

Your display tables and booths are to be presentable. **No obscene or questionable materials will be allowed.** The Cinco de Mayo Committee reserves the right to determine what is obscene or questionable. **No Silly String, play swords, play guns or Colored Hair Spray will be allowed.** If you violate this request you will be asked to leave by the Cinco de Mayo Committee.

All sales must be done from assigned booth.

WEATHER: The Cinco de Mayo Festival will be held regardless of the weather. There will be **NO REFUNDS** for poor weather conditions.

REMINDER: **YOU MUST HAVE A STATE BOARD EQUALIZATION SELLER'S PERMIT.** You can contact the **State Board of equalization Office 8050 N. Palm Avenue, Suite 205, Fresno, CA** or call them at: **559-440-5530** or e-file online at www.boe.ca.gov to get a permit. Each participant is responsible for his or her own sales tax collections and related reports to the California State Board of Equalization.

REMINDER: **YOU MUST HAVE LIABILITY INSURANCE NAMING THE DINUBA CHAMBER OF COMMERCE AS ADDITIONALLY INSURED.** Please provide a certificate of insurance at the time of your application or fill out the form to purchase insurance form the Dinuba Chamber.

PLEASE keep this Rental Agreement Guideline for your reference.

DINUBA CINCO DE MAYO FESTIVAL – 2017

39th Annual Dinuba Cinco De Mayo
May 5th and 6th, 2017

ARTS & CRAFTS SPACE RENTAL APPLICATION

Deadline for Applications - April 14, 2017

\$25.00 late fee for applications received thru April 21, 2017

Responsible Person _____

Address _____

City _____ Zip _____ Phone _____

State Board of Equalization Number Resale Permit # _____

Provide a brief description of Merchandise or Craft _____

Space Rental Fees (10' x 10'):

Local Non-Profit / Handcrafted \$75.00 _____
Additional Space (Limit One) \$50.00 _____

Out-of-town Non-Profit / Handcrafted \$100.00 _____
Additional Space (Limit One) \$75.00 _____

Commercial \$150.00 _____
Additional Space (Limit One) \$100.00 _____

Insurance \$50.00 _____
(Please attach certificate of insurance, if you have your own insurance)

Cleaning Deposit \$100.00 _____
(Please pay by a separate check - refundable if left clean)

TOTAL _____

*****NO ELECTRICITY WILL BE PROVIDED*****

*****LIMITED EVENING LIGHTING WILL BE PROVIDED*****

Release: I understand there will be no refunds because of the weather, and I will abide by the guidelines. I understand that the Dinuba Chamber of Commerce, City of Dinuba, Leadership Northern Tulare County, and the Cinco de Mayo Festival Committee are NOT responsible for any theft or damage of materials or personal property and/or injury, which may occur during or in connection with the Cinco de Mayo Festival. I understand and agree to the above.

Note: Please send this application along with check to:

LNTC
210 North L Street
Dinuba, CA 93618

Signature of Responsible Party _____ Date _____

Request for Certificate of Liability Insurance

Each vendor must provide a Certificate of Liability Insurance naming the Dinuba Chamber of Commerce as Additional Insured to participate in Dinuba Chamber of Commerce events. You can use this form to send to your insurance company for this request or you may call one of the agents attached. *(You may contact any insurance company you prefer, the names attached are provided if you needed a suggestion.)*

Insurance Coverage Needed: General Liability \$1,000,000.00 Coverage
Certificate to name as Additional Insured: Dinuba Chamber of Commerce

Additional Insured: Dinuba Chamber of Commerce
210 North L Street
Dinuba CA 93618

Certificate Holder: _____

Insured: _____

Address: _____

Phone: _____ **Fax:** _____

Vendor Description: _____

Description of Merchandise, Food or Game: _____

Event:

Location:

Dates of Event:

INFORMATION ABOUT VENDOR INSURANCE

ATTENTION: CINCO DE MAYO VENDORS

EFFECTIVE JANUARY 2010 ALL VENDORS MUST PROVIDE A CERTIFICATE OF INSURANCE WITH THEIR VENDOR APPLICATION NAMING THE DINUBA CHAMBER OF COMMERCE AS ADDITIONAL INSURED.

WE HAVE FOUND AN INSURANCE CARRIER, HUB INTERNATIONAL SERVICES, THAT WILL PROVIDE INSURANCE TO ALL OF OUR VENDORS FOR \$50.00 PER VENDOR UNDER AN UMBRELLA POLICY THAT THE CHAMBER WILL PURCHASE.

IF YOU HAVE YOUR OWN INSURANCE PLEASE PROVIDE US WITH A CERTIFICATE OF INSURANCE NAMING THE DINUBA CHAMBER OF COMMERCE AS ADDITIONAL INSURED. WE HAVE PROVIDED A FORM ON THE BACK OF THIS LETTER FOR YOU TO REQUEST THIS CERTIFICATE FROM YOUR INSURANCE PROVIDER IF NEEDED.

IF YOU DON'T HAVE INSURANCE AND WOULD LIKE TO BE INCLUDED IN OUR POLICY ENTER \$50.00 ON THE LINE NEXT TO LIABILITY INSURANCE AND INCLUDE THE ADDITIONAL \$50.00 FEE WITH YOUR APPLICATION. PLEASE FILL OUT THE REQUEST FOR CERTIFICATE OF INSURANCE AND RETURN IT WITH YOUR APPLICATION.

IF YOU HAVE ANY QUESTIONS, YOU MAY CALL SANDY SILLS @ 591-2707
OR EMAIL ssills@dinubachamber.com



Special Notice

STATE BOARD
OF EQUALIZATION

450 N STREET
SACRAMENTO, CA 95814
FRESNO OFFICE
8050 N PALM AVE. STE 205
FRESNO CA 93711
(559) 440-5330

BOARD MEMBERS

BETTY T. YEE
First District
San Francisco

SEN. GEORGE RUNNER (Ret.)
Second District
Lancaster

MICHELLE STEEL
Third District
Rolling Hills Estates

JEROME E. HORTON
Fourth District
Los Angeles

JOHN CHIANG
State Controller

EXECUTIVE DIRECTOR
KRISTINE CAZADD

BOE WEBSITE AND
BOARD MEMBER CONTACT
INFORMATION
www.boe.ca.gov

TAXPAYER INFORMATION
SECTION
800-400-7115
TTY:711



Changes to Permit Requirements for Selling at Temporary Locations

The Board of Equalization (BOE) is now requiring business owners (taxpayers) who hold a seller's permit for a permanent place of business **and** who also make sales at temporary locations, such as swap meets, flea markets, trade or specialty shows, fairs, festivals, and similar limited-term events, to register and hold a sub-permit for each selling location.

Registration of these selling locations will ensure the local cities and counties receive the appropriate local and district taxes. Taxpayers will report the sales made at these locations when they file their sales and use tax returns.

What do I need to do if I make or will make sales at temporary locations?

You need to register for a permit for the temporary location, even if you already hold a seller's permit for a permanent place of business. To register and obtain a sub-permit, you can call our Taxpayer Information Section at 800-400-7115 or your local BOE office and state that you would like to register and obtain a sub-permit for the temporary selling location(s). For a list of BOE offices, visit our website at <http://www.boe.ca.gov/info/phone.htm>. This summer, the BOE will be offering an Internet-based registration called "eReg" that will allow businesses to register for permits and/or licenses online for most of the tax and fee programs administered by BOE. This service will also allow taxpayers who have existing seller's permits to register any future temporary selling locations online.

What do Operators of Swap Meets, Flea Markets, or Special Events need to do?

Swap meet, flea market, or special event operators are required by state law to document, in writing, the seller's permit status of all people who sell at your event. You may not rent space to sellers unless they have a seller's permit or sub-permit showing the address of the temporary selling location. For more information you can view or download [Publication 111, Operators of Swap Meets, Flea Markets, or Special Events](http://www.boe.ca.gov/pdf/pub111.pdf) at <http://www.boe.ca.gov/pdf/pub111.pdf>.

Do I still complete the BOE-530-B, Combined 1% State and Local Tax Allocation For Temporary Sales Locations and Certain Auctioneers?

With this change, the BOE will no longer require the filing of [BOE-530-B, Combined 1% State and Local Tax Allocation For Temporary Sales Locations and Certain Auctioneers](#). Taxpayers who currently receive this form will be notified that they will no longer receive paper returns and will now be eligible to efile their tax returns online. Efilings is the fast, easy and convenient method of filing tax returns or reports and paying amounts owed using the Internet.

What if I no longer make sales at these temporary locations?

You must notify the BOE when any of your business locations (including these selling locations registered under your account) become inactive and no longer make sales. If your seller's permit becomes revoked, a fee of \$100 dollars per active business location plus any outstanding balance of tax, penalty, and interest due, will be required to be paid to reinstate the revoked account.

For more information

For more information regarding this notice, please contact your local BOE office, or call our Taxpayer Information Section at 800-400-7115 (TTY:711). Staff is available to assist you from 8:00 a.m. to 5:00 p.m. (Pacific time), Monday through Friday, except state holidays.

**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.

You may electronically register for seller's permit at no cost to you by visiting our website at www.boe.ca.gov. To find a Board of Equalization (BOE) office near you, call our Taxpayer Information Section at 800-400-7115 (TTY:711) or visit our website. If you obtain a temporary seller's permit, the business address on your temporary 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 - 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 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).

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

EVENT DATE(S)

TABLE/BOOTH/LOCATION ID#

2. VENDOR/EXHIBITOR INFORMATION

OWNER'S NAME

MAILING ADDRESS (*street number or P.O. box*)

(*city, state and zip code*)

TELEPHONE NUMBER
()

DRIVER LICENSE NUMBER OR STATE ID NUMBER AND STATE

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: **S** _____
- 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 (*typed or printed*)

TITLE

SIGNATURE

DATE