

# **ALPACAFEST WEST 2016**

March 4-6, 2016  
Norco, CA

Open to Public (FREE ADMISSION):  
Saturday 3/5 9am-5pm  
Sunday 3/6 9am-3pm

George Ingalls Equestrian Center  
3737 Crestview Avenue, Norco, CA 92860  
[www.alpacafestwest.com](http://www.alpacafestwest.com)

Dear Vendor,

Thank you for your interest in participating in AlpacaFest West 2015 held over the weekend of March 4-6, 2016.

Enclosed in this packet please find:

- Registration Form & Fee Schedule
- General information/special instructions
- Site plan

**APPLICATIONS/CONTRACTS ARE DUE NO LATER THAN 2/5/16.**

**PLEASE REVIEW THE ATTACHED AND SUBMIT YOUR COMPLETED REGISTRATION WITH THE FOLLOWING:**

**RESALE PERMIT**

- provide a copy to AFW committee
- add Norco as a point of sale on the BOE website

**LIABILITY INSURANCE**

- please provide proof of liability insurance
- certificate must name SoCalpaca and the City of Norco as additional insureds. See insurance section of general info handout.

**PAYMENT IN FULL**

- Payment for inspections and booth rental must accompany this contract. See table for calculation of fees due.
- Payment must be received by February 21, 2016.

Please send hard copies to:

Alison Marschewski  
6395 Balcom Canyon Rd.  
Somis, CA 93066  
[warholfan@aol.com](mailto:warholfan@aol.com)  
(805) 216-6022 mobile phone

**Confirmation of booth location and receipt will be sent back to all vendors by 2/15/16.**

## VENDOR APPLICATION/FEE SCHEDULE

Name of Booth: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contact Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Sellers Permit # with BOE: \_\_\_\_\_ **Certificate of Insurance attached? Y/N**

General Category of Retail (please list proposed items for sale):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ITEM	HOW MANY?	ITEM COST	EXTENDED COST
Regular Booth (10 x10)		\$100.00	
Large Booth (10 x 20)		\$200.00	
Electrical Hookup (each 20 amp outlet)		\$10.00	
Rental Table (96" x 30") + 2 chairs		\$25.00	
Health Permit Fee (for food vendors only)		\$175.00	
Fire Department Inspection Fee- retail		\$10.00	
Fire Department Inspection Fee- food		\$21.00	
<b>TOTAL DUE WITH REGISTRATION FORM</b>			

Checks should be made payable to: **Alpaca Breeders of Southern California, Inc.**

**HOLD HARMLESS:** All retail vendors/booth operators, owners, employees, and workers shall indemnify, defend and hold harmless the City of Norco and Alpaca Breeders of Southern California, Inc., and any and all sponsors, their officers, employees, agents, and volunteers from any and all loss, damage, or injury, to any person or property taking part in the fair.

INITIALS: \_\_\_\_\_

Signature:

\_\_\_\_\_

Title:

Name of Business Entity:

## **RULES & REGULATIONS/GENERAL INFORMATION**

**MERCHANDISE:** All merchandise featured must be appropriate for a family friendly event. Retail director reserves the right to require the removal of any unsuitable merchandise upon inspection of booth. No projectiles, explosives or laser pointers are allowed on City property. Furthermore, no silly string, poppers, glitter or other products requiring special clean up will be permitted to be sold onsite.

**INSURANCE:** Vendors must carry sufficient liability insurance showing a minimum of \$1M per occurrence/\$2M aggregate that is valid through the end of March 2016. **A copy of your liability insurance coverage limits must be submitted no later than 2/5/2016.**

Insurance certificate MUST read as follows:

“City of Norco and Alpaca Breeders of Southern California, Inc., are named as additional insured to this policy” in the description of operations section.

Certificate Holders:	City of Norco	Alpaca Breeders of Southern California, Inc.
	2870 Clark Avenue	1552 Calle Fidelidad
	Norco, CA 92860	Thousand Oaks, CA 91360

“Insured” and “Booth Name and/or Contact” must be the same, or “Booth Name and/or Contact” must appear in the Description of Operations. Please call (805) 216-6022 with any questions.

**PLEASE NOTE: There will be NO EXCEPTIONS to the above requirements.** If you cannot meet these requirements, you must purchase “Vendor Insurance” through Artists, Crafters & Tradesmen Insurance for as little as \$39 per policy. Their website is: <https://www.actinsurance.com> and their phone number is (888) 568-0548.

**BOOTH SET UP:** Vendors can start setting booths up as early as 8am Friday morning.

**HEALTH DEPARTMENT INSPECTION:** Food Vendors must be ready and available for health department inspection on Friday 3/4 between the hours of 3-5pm.

**FIRE DEPARTMENT INSPECTION:** ALL Vendors must be ready and available for a fire department inspection on Friday 3/4 between the hours of 3-5pm. No slow cookers are allowed.

**BOOTH TEAR DOWN/CLEAN UP:** Vendors can start tearing down booth at 3pm on Sunday.

**HOURS OF OPERATION:** The event will be open to the public from 9am- 5pm on Saturday, and from 9am – 3pm on Sunday.

**POWER:** Power will be available for a fee. IF YOU REQUIRE ANYTHING GREATER THAN 20 AMPS of 220V Power, please be in touch with Amy to discuss. Vendors must supply their own extension cords, adaptors, and quiet generators if needed. Please indicate on Fee calculation spreadsheet how much power/how many outlets needed.

**PARKING:** Vendors are required to park in the vendor parking area as shown on plan.

**SECURITY:** Security is not provided for individuals. There will be a 24-hour security presence provided, but Alpaca Breeders of Southern California, Inc is not responsible for loss or damage of any kind.

**VENDOR IDENTIFICATION:** All booths must display a clearly legible, visible sign listing Vendor Name, address, phone number and return policy. Vendor name and phone number must be a minimum of two inches.

**REPORT SALES:** All vendors must report sales at the end of the event to the Retail Director. Sales report form will be included with check-in packet. SALES WILL BE KEPT CONFIDENTIAL- and will not be shared with anyone outside the vendor planning sub-committee of the AFW event. We will only ask for general ranges so that we can analyze sales against our marketing efforts to continually improve our event and the success of our vendors.

**DIRECTIONS/ EVENT ADDRESS:** Event will be held at the George Ingalls Equestrian Event Center in Norco, CA. Physical address is: **3737 Crestview Drive, Norco, CA 92860**. From the 15 freeway, exit Sixth Street and proceed east. Continue up 6<sup>th</sup> Street approximately 3 miles. The Equestrian Center is at the end of 6<sup>th</sup> Street at the intersection of Crestview Drive- on the right hand side.

**HOTEL DISCOUNTS:** Blocks of rooms have been reserved at the Fairfield Inn in Norco. Mention that you are with AlpacaFest West for the pre-negotiated special rate. Group Code: AFW

**CONTACT INFORMATION for AFW SHOW COMMITTEE:**

**RETAIL DIRECTORS:**

Alison Marschewski  
warholfan@aol.com  
(805) 216-6022

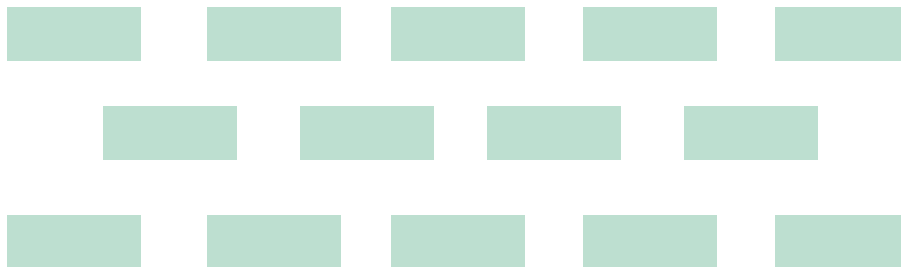
Patti Hazard  
hazardalpacas@msn.com  
(619) 990-7305 mobile

Please mail all correspondence to Alison at: 6395 Balcom Canyon Rd. Soms, CA 93066.

## RETAIL VENDOR AREA

	VENDOR 1	VENDOR 2	VENDOR 3		VENDOR 4
					VENDOR 5
VENDOR 14		VENDOR 15	VENDOR 20		VENDOR 6
VENDOR 13		VENDOR 16	VENDOR 19		
VENDOR 12		VENDOR 17	VENDOR 18		VENDOR 7
VENDOR 11		<b>FIBER ARTS</b>			
VENDOR 10		VENDOR 9	VENDOR 8		
	<b>SILENT</b>	<b>AUCTION</b>	<b>FIBER</b>	<b>AUCTION</b>	

## PICNIC TABLES



**FOOD  
VENDOR**

**FOOD  
VENDOR**