



Vendor Application

We are excited to be working with you on our 1st annual AugustFest event. We strive to make each and every event memorable. You are welcome to contact us to discuss your thoughts and plans for this event.

All outside vendors are required to sign this agreement prior to coming on-site. As MiraCosta College is contracted as the venue for such event, we therefore reserve the right to conform all event timetables, schedules, processes and functions to our requirements. Please do not attempt to change event timing to allow for your services with the client without consulting with MiraCosta College Community Education. If you have questions or concerns, about any of our policies or timetables, please feel free to discuss them with us. We reserve the right to refuse your admittance if procedures are not followed.

SELECTION PROCESS

Our basic criteria for selecting new vendors for the MiraCosta AugustFest include:

- Uniqueness and appeal of the product
- Space availability
- Ability to set up a professional, attractive display
- Application presentation

Selections are made on a first-come, first-served basis. We advise you to return your completed application as soon as possible. The review process is ongoing, and when we find a qualified applicant who meets the above criteria we will book that applicant as space allows. Applications are accepted in June – August 10, 2022, or until space is full.

Business Name _____

Point of Contact _____

Address _____

City _____ State _____ Zip _____

Business Phone _____ Cell Phone _____

Email _____

Website _____

Description of Business/Product _____

Are you planning on selling at the event? --- Yes --- No

If you are planning of selling, please provide your business license. If you are just sharing information at the event, a business license is not required.

For Breweries or Wineries, are you offering free tastings? --- Yes --- No

If Yes, how many? _____

1. SET UP/TAKE DOWN - All items brought in by outside vendors must be set up prior to 2pm (event start time). Set up can begin at 1 pm and event ends promptly at 5:30 pm. You will need to remove all items you bring within one hour of event end time unless we agree ahead of time for later removal. This includes cardboard, garbage, and any other materials you used to bring items to the venue. Vendor will leave the portion of the Facilities occupied by its Booth in the same condition as it was in prior to the event. Vendors will provide its own materials, equipment and labor in order to set up its booth and acknowledges that MiraCosta will not provide any tents, extension cords, or any other equipment. Bring your own tablecloths, signage, displays, etc.

2. EQUIPMENT AND TABLES - For safety, security and liability, tripods, bags, boxes, extension cords, tables and all other equipment may not be placed in pathways, access-ways, doorways, etc. Cords may not create trip hazards.

3. LANDSCAPE USE - During outdoor events, all persons must remain on the pathways or lawns.

4. ALCOHOL USE – 3 ounce free Beer or Wine tastings are permitted. Approved Breweries and Wineries may sell merch or promotional items. Vendors may not serve full portion alcoholic beverages for consumption on campus. MiraCosta College Community Education must be held harmless from any and all claims arising from alcohol use. Our staff has final say on the use of alcohol.

5. EVENT MANAGEMENT & LOCATION – MiraCosta College maintains the right to position tables, chairs and set seating arrangements as we deem necessary and to conform to local fire codes. AugustFest 2022 will be held at *MiraCosta San Elijo Campus: 3333 Manchester Avenue, Cardiff, CA 92007.*

I have read and understand this agreement and the policies it contains.

Vendor Signed: _____ **Name:** _____

Title: _____

Email completed application to: Sharon Gaitan sgaitan@miracosta.edu

Vendor inquiry, contact 760.795.6898.



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