



City of Thousand Oaks
ARBOR/EARTH DAY 2017
Vendor / Exhibitor Application
Saturday, April 8, 2017
 10 a.m. - 3 p.m., Thousand Oaks Community Park
 2525 N. Moorpark Road (next to T.O. High School)
www.toaks.org/GoGreen

Application Deadline: Thursday, March 10, 2017 - FIRM!

Name of organization/business: _____

Contact person: _____ cell # _____

Phone : _____ cell: _____ fax: _____

Email address: _____ website: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Applicants will be evaluated based on relevance to the City's Arbor/Earth Day Celebration

Please provide a **description of the exhibit/product** you would like to bring/sell/display. The City of Thousand Oaks reserves the right to determine the eligibility of any company, product or service for inclusion in Arbor/Earth Day. We want to feature local community agencies and businesses that promote environmental awareness and practices, or produce environmentally-friendly, non-toxic products and services. It the space below, **clearly explain why your product/organization is appropriate for this event.** *(use additional pages if necessary.) Organizations may begin booth setup at 7:30am. Booths must be set up by 9:30am.*

ORGANIZATION INFORMATION:

- Non-profit (with 501(c)3 status)..... **no charge**
- Government agency..... **no charge**
- Business (10x10)..... **\$150**
- Food Vendors (10x10)..... **\$75**
- 6' x 30" table ____extra tables... . \$20 ea.
- 2 folding chairs ____extra chairs... \$5 ea.

Canopies are NOT provided but are recommended as the event is outdoors and held rain or shine. All Canopies or umbrellas must be staked or weighted down.

Authorized Signature _____ **Date:** _____

Title _____

Exhibit Information

⚡ **Electricity is not available at this venue.**

🌍 **Food distribution** - To participate in the event, all food vendors must be APPROVED to operate by the Ventura County Health Department. This is a “low waste” event so please make every effort to use recyclable containers (no styrofoam please). Contact Jana Covell, 805-381-7358 if you have any questions regarding food vending. **Food Vendors are required to provide their own self contained sinks.**

🌍 **Booth Assignments** - will be determined on a random basis. Please list any special needs you might have (note: we will make every effort to accommodate booth requests, **but cannot guarantee all requests**). **Special needs** (i.e.sensitive animals exhibit, extra vehicles, etc.):



For Office Use Only:

Received _____

Check # _____

Space # _____

Extra tables _____

Extra chairs _____

Waiver on file · yes · no



(Everyone working or volunteering in your booth must sign the volunteer waiver.)

Notes:

Application Fee Calculation

Site Fees

1. Booth fee.....	\$ _____
2. Extra tables (\$20/ea.)	\$ _____
3. Extra chairs (\$5/ea.)	\$ _____
4. Late fee (\$50 after 4/2).....	\$ _____
Total Amount Due	\$ _____

**Please make check payable to:
City of Thousand Oaks**

If you want to pay with a credit card you must call by phone – 805-381-7358.

Filing This Application

This application must be received by the City no later than **Thursday, March 10, 2017** —applications received after this date must include a **\$50 late fee**.

Mail completed *application*, enclosed **waiver of liability and your check to:**

City of Thousand Oaks
Arbor / Earth Day Celebration
Attn: Jana Covell
Thousand Oaks Library
1401 E. Janss Road.
Thousand Oaks, CA 91362

Questions? Please call: (805) 381-7358
or e-mail jcovell@tolibrary.org

Applicants will be notified of booth location prior to event.

APPROVED

· yes · no _____

Booth # _____