



## VENDOR APPLICATION

### 1. EVENT INFORMATION

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Vendor Setup Time: \_\_\_\_\_

Vendor Breakdown Time: \_\_\_\_\_

All fees and required documents must be submitted no later than two (2) weeks before the event date.

### 2. VENDOR / BUSINESS INFORMATION

Business Name (as shown on license): \_\_\_\_\_

Owner / Main Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Text OK?  Yes  No

Email: \_\_\_\_\_

Business Address: \_\_\_\_\_

Website: \_\_\_\_\_

Social Media Handles: \_\_\_\_\_

Type of Vendor:  Food/Beverage  Retail/Crafts  Services  
 Nonprofit  Other

Description of Products/Services: \_\_\_\_\_

\_\_\_\_\_

### 3. LICENSE & PERMITS (REQUIRED)

Business License (City/County): \_\_\_\_\_

Seller's Permit / Resale License: \_\_\_\_\_

Health Permit (for food vendors): \_\_\_\_\_

#### PERMIT RESOURCES

All vendors are responsible for obtaining and maintaining the required permits and licenses prior to the event. Copies may be requested before approval.

#### City of Oxnard Business License

Required for all vendors operating within the City of Oxnard.

[oxnard.gov/permits](http://oxnard.gov/permits)



### Ventura County Health Permit (Food & Beverage Vendors)

Food vendors must obtain approval through Ventura County Environmental Health.

[rma.venturacounty.gov/i-want-to/](http://rma.venturacounty.gov/i-want-to/)

### Temporary Transient Food Facility (TTFF) Permit (Prepared Food Vendors)

Required for vendors selling or preparing food at temporary events.

[rmadocs.venturacounty.gov/environmental-health/programs/consumer-food-protection/publications/environmental-health-community-events-frequently-asked-questions.pdf](http://rmadocs.venturacounty.gov/environmental-health/programs/consumer-food-protection/publications/environmental-health-community-events-frequently-asked-questions.pdf)

**NOTE:** Vendors are responsible for submitting applications and fees directly to the appropriate agency. Permit approval timelines vary, so vendors are encouraged to apply early.

Vendors without the required permits and licenses will not be approved to participate. If you are in the process of obtaining permits, please note this in your application.

## 4. BOOTH / SPACE REQUIREMENTS

Booth Size:  10x10  10x20  Food Truck  Other

Electricity Needed?  Yes  No

Vehicle/Trailer Dimensions: \_\_\_\_\_

Special Requests: \_\_\_\_\_

### TIP: Are you compliant with the City of Oxnard's regulations?

Generators and tents over 10×10 require a permit through the City's Building and Engineering Division.

Learn more at [oxnard.gov/city-managers-office/special-events](http://oxnard.gov/city-managers-office/special-events)

## 5. INSURANCE REQUIREMENTS (MANDATORY)

Minimum General Liability: \$1,000,000

Insurance must cover the event date.

Additional Insured: \_\_\_\_\_

*Axis Air Aviation*

1601 W. 5th Street, Oxnard, CA 93030

Insurance resources: WEDSAFE.COM, rvnuccio.com (818) 980-1413

Insurance Due Date: September 20, 2024



## 6. FEES & PAYMENT

Booth Fee: \_\_\_\_\_

Non-refundable Deposit Required: \$50.00

Payment Method:  Credit Card  Zelle  Check  Other

Payment Due: Two weeks before event

Cancellation Policy:

Acts of God or unforeseen circumstances beyond the control of Axis Air are non-refundable. Vendor may reschedule to the next available event, and funds may be held for up to 6 months.

## 7. PHOTO RIGHTS & ADVERTISING CONSENT

Vendor grants Axis Air Aviation full rights to use photos, videos, and media of their booth, products, and participation for advertising, marketing, and promotional purposes.

Axis Air retains the right to publish such content on websites, social media, and print materials without compensation.

## 8. LIABILITY & RESPONSIBILITY CLAUSE

Axis Air is not responsible for vendor equipment, merchandise, supplies, power, tables, chairs, or any operational needs.

**Setup:** 3 hours before event

**Cleanup:** 1 hour after event

Late arrivals must wait until other vendors finish loading/unloading. Vendor indemnifies Axis Air.

## 9. TERMS & AGREEMENT

Vendor Name (Print): \_\_\_\_\_

Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_