



# 2022 ORANGE COUNTY BLACK HISTORY UNITY FESTIVAL

**Saturday, February 5, 2022**

*205 West Center Street Promenade  
Downtown Anaheim*

## VENDOR INFORMATION

**APPLICATION DEADLINE – DECEMBER 31, 2021 (food) / JANUARY 7, 2022 (non-food)**

*Due to limited space availability, you are encouraged to secure your space as soon as possible. A space is only reserved upon payment of fees and completion of required application, and all paperwork. All Vendor booths will be assigned on a first come basis and all assignments will be confirmed via email. All fees are non – refundable. After deadline date, will need to call to check availability of non-food vendor space.*

**THE FOLLOWING DISCOUNT IS OFF THE VENDOR APPLICATION FEE  
WHEN IT IS RECEIVED BY THE FOLLOWING DUE DATE**

**\$25 off by September 30, 2021    \$15 off by October 31, 2021    \$10 off by November 30, 2021**

**APPLICATIONS AFTER DECEMBER 1st WILL BE AT FEE FULL COST**

Information Vendor Booth (non-profit) <i>proof of status</i>	\$175.00
Information Vendor Booth (all other information only vendors)	\$200.00
Profit / Product Vendor Booth (sale of items/products) <i>require Seller's permit</i>	\$275.00
Food Vendors (non-profit) <i>must have proof of status required by Health Department</i>	\$375.00
Food Vendors (commercial) <i>must meet Health Department requirement, Health fee included</i>	\$575.00

Each Vendor space will be provided with one canopy booth (10' x 10'), with one (1) table, and two (2) chairs. Vendors must provide their own table covering and any other table or chairs needed. **NO ELECTRICITY WILL BE AVAILABLE**

**THE CITY OF ANAHEIM REQUIRES A SELLER'S PERMIT FOR ALL VENDORS SELLING ANYTHING.** If you are a vendor that will be selling anything then you must have a seller's permit and a **copy must be submitted with your application paperwork for the Unity Festival.**

**If you need a permit,** then you can get a free TEMPORARY SELLER'S PERMIT on-line from the State Board of Equalization. <http://www.boe.ca.gov/> **On the California Seller's Permit Application the Event's address for the temporary permit is 205 W. Center Street Promenade, Anaheim, CA 92805-3911**

**ALL VENDORS** - please submit **VENDOR APPLICATION**, and **VENDOR RELEASE FORM with fees** to OCHC

**ALL FOOD VENDORS** will also need forms from the Food Vendor TFF Application Packet – **HEALTH PERMIT APPLICATION (TFF), OPERATION SPECIFICATIONS (TFF), and a SELLER'S PERMIT**

**NON-PROFIT FOOD VENDOR** needs **Non-Profit proof of status** that meet Health Department requirements.

**There will be a scheduled meeting in January for the Food Vendors with the Health Department.**

**FOOD VENDORS ALL REQUIRED PAPERWORK MUST BE SUBMITTED WITH APPLICATION**  
*Please return all the required documents with your application and fee to the Orange County Heritage Council by the deadline due date and NOT to the County of Orange Health Care Agency.*

NON-PROFIT VENDORS - your 501 (c)(3) Tax Exempt Status for your organization must be current

**APPLICATION DEADLINE – DECEMBER 31, 2021 (food) / JANUARY 7, 2022 (non-food)**

*Vendor's Copy*



# 2022 ORANGE COUNTY BLACK HISTORY UNITY FESTIVAL

## VENDING POLICY

*Vendor's Copy*

**THEME:** [Our Heritage: Reflecting, Advancing, Uniting](#)

**COOPERATION AGREEMENT:** Abide by the vending policy governing my participation in the Orange County Black History Unity Festival Event. **Understand that the event will take place RAIN or SHINE.**

**APPLICATION & FEES:** All required paperwork and fees **are due into OCHC no later than the deadline due date.** All fees are **NON-REFUNDABLE.** The space assignment will be on a first come basis. The booths will be assigned to the Business name on the application.

**SELLER'S PERMIT:** The city of Anaheim requires a SELLER'S PERMIT for Vendors selling anything. If applicable, please obtain a free Temporary Seller's Permit on your own & submit a copy with your Application.

**VENDORS PRODUCTS:** CANNOT USE the *THEME* or event name *42<sup>nd</sup> Annual Orange County Black History Parade & Unity Festival* or any part of our motto: *"The Legacy Never Ends...New Vines Grow from Strong Roots"* *"Cultivated by Excellence in...the Arts, Athletics, Economics, Education, Service, Health and Community Involvement"* or the condensed version: *"The Legacy Cultivated in Excellence"* or any part thereof.

**FLYERS:** ABSOLUTELY NO FLYERS CAN BE DISTRIBUTED ALONG PARADE ROUTE. Vendors are restricted to only the area immediately in front of their booth to distribute materials and display their products. We want to avoid illegal vending, prevent unnecessary maintenance of the grounds, and discourage others from taking advantage of the patrons at the UNITY FESTIVAL.

**NO ELECTRICITY WILL BE AVAILABLE** Each Vendor space will be provided with one canopy booth (10' x 10') with one (1) table and two (2) chairs. Vendors must provide their own table covering and any other table or chairs needed.

**EVENT SECURITY:** During the Event, we utilize staff and other private, non-uniformed security personnel. Please be mindful and use sound judgment in displaying your merchandise and valuables, especially cash. Please do not jeopardize or compromise your safety and the safety of our patrons.

**UNLOADING, SETUP & OPENING:** Vendors can unload **the morning of the Event from 7:30am to 9:00am.** **Vendors may open at 10:00am.** If you arrive after 9:00am you must park and cart your goods to your booth space. Please arrange to bring your own carts and dollies to transfer your equipment and products to your booth. If you do not arrive within the setup time frame, you may not be permitted to participate in the event for the day and you will forfeit all fees paid. **ALL vehicles must be removed from the Festival area by 9:00am. Please unload and then immediately move your vehicle to allow others to be able to get in and unload as well.**

**CLEANUP:** Tidiness and a tranquil environment for our vendors, performers, staff, and patrons is what we strive towards. Vendors are responsible for the area within a ten-foot radius of their space. Trash bags are available through our maintenance staff.

**CLOSING/BREAKDOWN:** All Vendors are to close promptly at 5:00pm. All Food Vendors are required to stop cooking at 4:30pm. All Fried Food Vendors must remove their own oil. **NO VEHICLE WILL BE ALLOWED IN THE FESTIVAL AREA FOR RELOADING UNTIL THE AREA IS CLEARED BY SECURITY WHICH IS ABOUT 30 plus MINUTES AFTER THE EVENT ENDS.** If you need to leave the area before vehicles are permitted, then you will need to cart your things to your parked car.

**[APPLICATION DEADLINE – DECEMBER 31, 2021 \(food\) / JANUARY 7, 2022 \(non-food\)](#)**

*Vendor's Copy*



2022 ORANGE COUNTY BLACK HISTORY UNITY FESTIVAL  
**VENDOR APPLICATION**

**FOOD VENDORS DEADLINE: December 31, 2021**  
**NON-FOOD VENDORS DEADLINE: January 7, 2022**

PRINT CLEARLY

Business Name: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of product or services: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

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

Alternate Contact Person: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

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



Vendor Authorized Representative: \_\_\_\_\_

**All fees are non – refundable. Fees are per each booth space**

*Please return all required documents with application to OCHC on or before deadline due date, after the deadline date, if available the only booth space would be for a non-food vendor.*

Information Vendor Booth (non-profit)	\$175.00 [ ]
Information Vendor Booth (commercial)	\$200.00 [ ]
Profit Booth / Product Vendor (sale of items/products) <i>A Seller's permit required by Anaheim</i>	\$275.00 [ ]
Food Vendors (non-profit) <i>Proof of status required by Health Department</i>	\$375.00 [ ]
Food Vendors (commercial) <i>Must meet Health Department requirement, Health fee included</i>	\$575.00 [ ]

*SELLER'S PERMIT - Vendors without one must obtain a Temporary Seller's Permit on their own*  
**THE CITY REQUIRES A SELLER'S PERMIT FOR VENDORS SELLING ANYTHING**

**After the deadline date, check booth availability before paying the fees**

**MARK PAYMENT METHOD**

-  **VENMO:** OrangeCountyHeritageCouncil [ ]
-  **CASH App:** \$OCHeritageCouncil [ ]
-  **PAYPAL:** Orange County Heritage Council [ ]
-  **CHECK payable to:** Orange County Heritage Council [ ]

**MAIL TO:** Orange County Heritage Council  
P.O. BOX 29037, Santa Ana, CA 92799

**For Office Use Only**

Date Received: \_\_\_\_\_ Discount: Y / N Verified Paid: \$ \_\_\_\_\_ Initials: \_\_\_\_\_



# 2022 ORANGE COUNTY BLACK HISTORY UNITY FESTIVAL

## VENDOR RELEASE FORM

The undersigned, \_\_\_\_\_, (herein known as the "Vendor") hereby exercises his/her freewill in providing services as a SELF-EMPLOYED VENDOR AND NOT AN AGENT OR CONTRACTOR for the Orange County Heritage Council (herein known as the "OCHC").

The Vendor will perform this service at the Orange County Black History Unity Festival (herein known as the "Event") will be on February 5, 2022, at 205 Center Street Promenade in Downtown Anaheim.

The Vendor understands and agrees that no payment shall be made to the Vendor, his/her assigns, heirs, successors, and or agents for the services rendered on behalf of the OCHC, Anaheim Downtown Association Center Street Promenade and the City of Anaheim.

The Vendor hereby releases the OCHC, Anaheim Downtown Association Center Street Promenade and the City of Anaheim from any liability, claims or cause of actions from above mentioned, assigns, heirs, successors, and/or agents for any cause arising out of connection with the Vendor's services to the Event or arising out of participation.

The undersigned specifically understands that no verbal agreement made by any representative of the OCHC, Anaheim Downtown Association Center Street Promenade and the City of Anaheim can negate the conditions in this written agreement.

The undersigned specifically understands and agrees that this release extends to claims, which he or she does not know or suspect to exist in his or her favor at the time of signing this acknowledgement and release.

\_\_\_\_\_  
Print Name of Vendor

Dwayne Shipp  
Orange County Heritage Council President

\_\_\_\_\_  
Signature of Vendor

Darcel Davidson  
OCHC Vendor Coordinator

\_\_\_\_\_  
Date

**COOPERATION AGREEMENT:** I read the **VENDING POLICY** and agree to abide by the rules governing my participation in the Annual Orange County Black History Unity Festival Event. **I understand that the Event will take place RAIN or SHINE.**

Signatures: \_\_\_\_\_

*Return with Application*