

Thank you for your interest in being a 2021 Fair Oaks Recreation & Park District (FORPD) Chicken Festival Vendor. Please read through this selection criteria and informational page prior to submitting any applications.

### **Applications**

FORPD will now take applications for the 2021 Fair Oaks Chicken Festival event. All interested vendors must submit an application **via Eventeny**. Emailed, faxed, or mailed applications **will not** be accepted.

**Non-Profit Vendor Application Deadline: 7/12/2021 by 5:00 PM (PST)**

**Craft, Company, Entertainment/Attraction Vendor Application Deadline: 7/15/2021 by 5:00 PM (PST)**

### **Fair Oaks Chicken Festival: September 18, 2021**

Due to pending construction and the District's response to COVID-19, this year's annual Chicken Festival will come with changes. The event will take place at **Fair Oaks Park, 11549 Fair Oaks Blvd. between the times of 3pm-8pm**. The event will go hybrid, which means vendors will have the opportunity to host and sell from an online store (hosted on the events online marketplace) as well as at the in-person event.

Vendors for the annual Fair Oaks Chicken Festival event are limited to Company, Craft, Non-Profit, and Attraction & Entertainment Booths (see definitions below). Food vendors, with the exception to prepackaged foods such as: honey, jams, olive oils, etc., **will not** be accepted. **No food sales with tastings will be permitted.**

**Company:** Vendors in this category are defined as a business that offers tangible products or services for purchase or informational in nature. This category also includes those that are recognized by CA BOE as 6015 retailers or Qualified Itinerants. If you are selling multiple product lines you are required to purchase a booth space for each product.

**Craft:** Vendors in this category are limited to hand-crafted original work items. **IF YOU DID NOT MAKE IT YOURSELF, YOU ARE NOT CONSIDERED A CRAFT VENDOR.**

**Attraction & Entertainment Booth:** Vendors in this category are limited to booths that provide a ride or experience for event attendees. All attraction & entertainment booths must purchase in increments of 10'x10' booth space dependent on size on attraction footprint. If your price point is above \$10 you may contact FORPD for sponsorship opportunities.

**Non-Profit:** Vendors in this category are limited to non-profit organizations for the express purpose of distributing and disseminating information and educational material. Distribution of water or food is **not permitted**. Any applicant applying to participate in the festival as a non-profit must provide evidence of their non-profit status. A non-profit is defined as one of the following:

- A corporation incorporated pursuant to the Nonprofit Corporation Law that is exempt from taxation and can show proof with a 501(c)3 form from the Internal Revenue Service.
- An organization that was organized and is in operation for charitable purposes and meets the requirements of Section 214 of the Revenue and Taxation Code.
- **10% of available booth spaces will be allocated to Non-profits. After all allocated Non-profit booth spaces have been filled, Non-profits may re-submit as a Company, Craft, and/or Attraction/Entertainment vendor (choose the classification that most closely matches your organization). If allocated Non-Profit spaces are not filled by deadline remaining spaces will be filled with Craft, Company, and Attraction/Entertainment spaces.**

### **Selection Process**

1. Interested vendors may apply online beginning 7/2/2021 @ <https://www.eventeny.com/events/fairoakschickenfestival-1261/>

2. Non-Profit applications will close **7/12/21 at 5:00PM (PST)**.
3. Non-Profit applications received by the deadline will be Juried and selected based on the selection criteria below. Staff will Jury all Non-Profit applicants on **7/13/21 beginning at 9:00 AM**.
4. Accepted & Approved Non-Profit applicants will be notified via email on **7/13/21** and charged upon acceptance.
  - a. Rejected or unaccepted Non-Profits may re-submit as a Craft, Company, and/or Entertainment/Attraction vendor for consideration at full price.
  - b. If allocated Non-Profit spaces are not filled by deadline remaining spaces will be filled with Craft, Company, and Attraction/Entertainment spaces.
5. Craft, Company, Entertainment/Attraction Vendor Applications will close **7/15/21 at 5:00PM (PST)**.
6. Craft, Company, Entertainment/Attraction applications received by the deadline will be Juried and selected based on the selection criteria below. Staff will Jury all Craft, Company, and Attraction/Entertainment applicants on **7/16/21 beginning at 9:00 AM**.
7. Accepted & Approved Craft, Company, Entertainment/Attraction applicants will be notified via email on **7/16/21** and charged upon acceptance.
8. After **7/16/21** if spots remain staff will continue to accept and jury applicants until filled and incur a \$30 late fee.

### **Selection Criteria**

Each year we receive an abundance of applications from vendors who want to participate in our events. Due to space limitations, we use a jury process to determine which vendors we invite to participate. Unfortunately, vendors who meet all the requirements, submission deadlines, and have worked with us in the past may not be guaranteed acceptance. Our jury process will take into account the following:

1. **Completed Application with all Applicable Documents Turned in prior to the Deadline (7/12/21 for Non-Profits and 7/15/21 for Craft, Company & Entertainment/Attraction Booths)**
  - Incomplete applications will not be considered.
2. **Vendor Performance**
  - **Due to the COVID-19 pandemic cancellation of the 2020 event and the relocation of the 16<sup>th</sup> annual Fair Oaks Chicken Festival, all vendors will be reviewed and juried as a NEW vendor whether or not they have participated in the event in the past.**
  - Only vendors in good standing with the District will be considered.
3. **Product**
  - Type - we aim to have a healthy mix of crafts, companies, non-profits, and food vendors
    - The style, quality, and uniqueness of the product will also be of significant consideration.
    - FORPD reserves the right to limit vendors to one or two vendors per product type to maintain product diversity, but may not choose to exercise this right.
      - In the event of multiple vendors with similar products, a vendor may be asked to omit certain items on the menu. Menu items and prices will be confirmed when notified of selection.
  - Appropriateness of the product in relation to the nature/theme of the event
  - Price of product(s) to public.
  - Presentation
    - The overall booth appearance in regards to appropriate signage, display and branding of products.

### **2021 Reminders**

#### **Hybrid Virtual Marketplace**

Vendors will be provided a space in the Eventeny Virtual Marketplace to showcase the items they are selling. We encourage vendors to set up a full marketplace where they can take online orders. It will be the responsibility of the vendor

to get any purchases to the customers. **FORPD will not ship/deliver/hold any items for customers. Deadline to set-up virtual marketplace is August 27, 2021.** All items sold must be put on your vendor application.

Vendors can call 916-966-1036 to set up a 30-minute meeting with Ian to go over the marketplace and how to add their photos. When vendors are selected, they will receive instructions on how to set up their marketplace. An example of a completed marketplace can be found here <https://www.eventeny.com/company/?c=14912>

The Chicken Festival Marketplace will be open before and after the event. It will open the week before and the week after so customers can make online purchases during this time.

### **Electricity & Generators**

Unfortunately, there is no water or electricity access. Generators will not be permitted.

### **Sub Lease**

Vendors are not permitted to sublease their booth. Each 10'x10' booth space must be designated to one individual and one product line, company, non-profit, etc.

### **Smoke, Tobacco, and Vape Free Parks Policy**

The Smoke, Tobacco, and Vape Free Parks Policy was adopted by the District Board of Directors at the October 17, 2018 Board of Directors meeting. We will **not** accept vendors who sell or distribute any products related to the adopted policy and must follow the policy as outlined below:

- b) The use of any and all cannabis, tobacco products, and illegal substances and smoking in any form is prohibited on any District property including but not limited to: parks, facilities, parking lots, or trails.
- c) No person shall dispose of used smoking or tobacco product waste on any District property including but not limited to: parks, facilities, parking lots, or trails.

Smokers must be off district property completely. Per Sacramento County Code Ordinances 6.84.045, 6.84.060, 6.84.095, 6.84.100, 6.84.155, 6.84.175.

### **Questions**

Please email Chelsey Adams at [cadams@forpd.org](mailto:cadams@forpd.org) or by calling (916) 536-6401.