



City of San Clemente RECREATION DIVISION

100 North Calle Seville, San Clemente, California 92672

Phone: (949) 361-8264 | Fax: (949) 361-8280 | VickA@san-clemente.org



ART VENDOR INFORMATION AND GUIDELINES

The City of San Clemente organizes a weekly Farmer's Market on Wednesdays at North Beach in San Clemente from 4:00pm-8:00pm. The Market at North Beach includes farmer's market vendors, artist exhibits and vendors, and food trucks. Art vendors may sell handmade art/craft pieces such as fine art, jewelry, leather goods, sea glass art, ceramics, or other approved items. Below are the regulations and conditions for art and craft vendors who wish to participate.

The art vendor agrees to abide by all event rules, policies, and procedures printed and incorporated in this application/contract. Signature of this contract indicates that the person signing accepts personal liability for his/her company and those attending on behalf of the vendor. Submitting an application does not guarantee reserved space, or that the art vendor will be included in any particular date or all dates.

WEEKLY OPERATION

- Wednesdays from May 9 through August 29, 2018. There will be no Market on July 4, 2018.
- Operating Hours: 4:00pm-8:00pm.
- Address: 1832 North El Camino Real, San Clemente, CA 92672.
- Directions: Head west on Avenida Pico and go through the Avenida Pico/El Camino Real intersection, then make the first right on Calle Deshecha past the 7-Eleven. The lot is on the right side of the street.
- Vendors are permitted on the lot at 2:30pm and need to be ready to sell no later than The Market opening time of 4:00pm.
- Vendors may load/unload on The Market lot side of Calle Deshecha. Please do not park on the west side with parking meters. Vehicles may not drive on the lot to load/unload. Each vendor will receive one (1) parking pass for that day to be used in the general North Beach parking lot (not on Calle Deshecha or in the private parking lots on either side of The Market lot).
- Sales will conclude at 8:00pm. Vendors will begin tear down, load out, and be off premises by 9:00pm.

CONDITIONS

- Vendors will be provided a 10' x 10' space. Space location will be sent prior to each approved date.
- Vendors must provide their own 10' x 10' shade canopy. All four corners must be weighted down (minimum of 20 pounds per corner). Umbrellas and the use of ground stakes are prohibited.
- All loading, unloading, set up, break down, and necessary supplies (canopy, table, chairs, etc.) are the responsibility of each vendor.
- Items may not be sold out of storage boxes; they must be displayed in the appropriate manner. Storage boxes must be out of sight, under tables, or in the back of the booth.
- No electricity or internet will be provided.
- Art vendors take full responsibility for their products on display. The City of San Clemente is not responsible for theft, vandalism, or products that may be damaged on site.

- Art vendors are not permitted to sell food or beverages of any type.
- Alcohol is not allowed on the premises. Section 16-5 of the Municipal Code prohibits the consumption of alcoholic beverages in public places, including streets and City lots.
- Smoking of any kind is prohibited.
- The City of San Clemente reserves the right to limit displays that may be too large for the allotted space, are considered to be a fire hazard, impede walkways, or do not conform to positive images.
- Failure to comply with the above mentioned conditions will result in loss of future approved dates.

BUSINESS LICENSE REQUIREMENTS

The art vendor is required to have the following items submitted to the City of San Clemente Business License office at least seven (7) days prior to arrival on the approved date:

- a. Out of City Business License Application
- b. One day business licenses are available for a fee of \$24
- c. Annual business licenses are available for a fee of \$64 (Select this option for multiple dates at The Market)

The City of San Clemente Business License office is located at 910 Calle Negocio #100, San Clemente, CA 92673. This location is staffed from 7:30am-12:30pm Monday-Thursday and 8:00am-12:30pm alternating Fridays. Counter service after 12:30pm by appointment only. Questions can be directed to businesslicense@san-clemente.org or (949) 361-6166.

WEEKLY SITE FEE

- A weekly site fee of \$50 is required seven (7) days before arrival of the approved date. At a discounted rate, vendors may book three (3) dates for the total of \$125. All three dates must be booked in advance to receive the discounted rate.
- If an art vendor is only displaying their work and not selling, the site fee is \$25. No discounts will be available for this option.
- Payment can be made online at <https://secure.rec1.com/CA/san-clemente-ca/catalog> by selecting "Log In/Create Account" on the top left, then selecting "Log In with Email." An account will be made for each vendor once your date(s) are confirmed and a generated password sent to by email. Once logged in, the password can be changed.
- Payment can also be made by credit card, cash, or check payable to the "City of San Clemente" and dropped off at or sent to 100 North Calle Seville, San Clemente CA 92672. No payment will be accepted on site the day of the event.

CANCELLATIONS

- Cancellations must be made seven (7) days in advance of each Market date. Cancellations made in less than seven (7) days will result in the loss of the site fee.
- The Market at North Beach will not be hosted during inclement weather (rain, high winds, or other conditions as determined by City staff). City staff will determine Market closure by 2:00pm on event dates. Vendors will be contacted immediately. Credits will be issued, or if possible rolled into another event date. However, new dates are only optional if available, and vendors must have a confirmed date roll over.
- Shows that are cancelled midway through The Market will receive a refund until 6:00pm. No refunds will be issued if The Market is cancelled after 6:00pm.



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ART VENDOR APPLICATION

APPLICANT INFORMATION

Contact Name: _____

Business Name: _____

Website/Store: _____

Street Address: _____

City/State/Zip: _____

Business Phone #: _____

Email: _____

Day of Event Contact
& Cell Number: _____

SC Business License #: _____

PRODUCT INFORMATION

List the items you are interested in selling and attach photos (attach additional pages if necessary).

1. _____

2. _____

3. _____

4. _____

5. _____

REQUESTED MARKET DATES

Please select all Market dates you are available to participate in. Once scheduling is complete, vendors will be notified of their scheduled Market dates for the season.

<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>
9	6	11	1
16	13	18	8
23	20	25	15
30	27		22
			29

INDEMNIFICATION

1. Applicant shall indemnify, defend, and hold harmless the City of San Clemente, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Applicant’s use or occupancy of facilities and adjoining property, unless solely caused by the gross negligence or willful misconduct of the City of San Clemente, its officers, employees, or agents.
2. Applicant shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with Applicant’s use or occupancy of the City of San Clemente’s facilities and adjoining property to the City of San Clemente’s Recreation Manager, or her designee, in writing and as soon as practicable.
3. Applicant waives any right of recovery against the City of San Clemente, its officers, employees, and agents for fires, floods, earthquakes, civil disturbances, regulation of any public authority, and other causes beyond their control. Applicant shall not charge results of “acts of God” to the City of San Clemente, its officers, employees, or agents.
4. Applicant waives any right of recovery against the City of San Clemente, its officers, employees and agents for indemnification, contribution, or declaratory relief arising out of or in any way connected with the Applicant’s use or occupancy of City of San Clemente facilities and adjoining property, even if the City of San Clemente, its officers, employees, or agents seek recovery against the Applicant.

I/we would like to participate in The Market at North Beach as an art vendor.

I/we have read, understood, and agree to abide by The Market at North Beach rules and procedures; pay all required fees by due dates, and submit all required applications as they are required and/or renewed.

Print Name: _____

Sign Name: _____

Date: _____