Parks & Recreation Department

MAKING LIVES BETTER!

Cosumnes Community Services District
Parks and Recreation Department
9355 E. Stockton Blvd., Suite 185, Elk Grove, California 95624
www.yourcsd.com Elk Grove Giant Pumpkin Festival

First Weekend in October • Elk Grove Regional Park

Participation Guidelines for Vendors

General Information

Now in its 22nd year, the Cosumnes Community Services District's (CSD) Elk Grove GIANT Pumpkin Festival welcomes an estimated 40,000 guests over two days. The Festival draws attendance from throughout greater Sacramento region, pumpkin growers from throughout the state, along with additional visitors.

Date:
Saturday, October 1, 2016 &
Sunday, October 2, 2016

Festival Hours:
10 am to 5 pm

Location:
Elk Grove Regional Park
9950 Elk Grove-Florin Road
Elk Grove, CA 95624

Our Mission:

To enrich our community by designing and maintaining parks and facilities that meet current and future needs; offering recreation programs that promote health, fun and lifelong learning; and providing exceptional service to our customers.

Application Submittal

1. Please read this GUIDE in its entirety.
2. Complete and submit an Elk Grove GIANT Pumpkin Festival Vendor Application.
3. Enclose required documents.
4. Submit application to:

   Cosumnes Community Services District
   9355 East Stockton Blvd. Suite #185
   Elk Grove, CA 95624
   Fax (916) 685-6942
   heathershortino@csdparks.com

5. Vendors will be notified of acceptance with a confirmation and request for payment.

Application Deadline
July 22, 2016

Application Process

- Submittal of completed application does not guarantee acceptance into Festival by the District.
- ***Vendor preference will be given to vendors who are in line with the theme and purpose of the Festival, as well as with CSD's mission. Vendor preference will be given on the basis of several factors, including but not limited to: fit with the event in question, whether the vendor creates an "interactive experience" that will benefit the festival, as well as the vendor's history with CSD or past performance at CSD events, level of vendor investment, and date of paperwork received.***
- Fees vary based on vendor category. Please refer to vendor application (page 6) for the fee schedule.
- Vendors will be notified of acceptance with a confirmation and request for payment.
- If an applicant is not accepted into Festival, applicant will be notified within 1-2 weeks after application deadline.

Cancellation Fee

- If applicant requests a refund 30 calendar days or more prior to the event date; CSD will keep 25% of vendor booth fee.
- If applicant requests a refund between 29 and 15 calendar days prior to the event date; CSD will keep 50% of vendor booth fee.
- If applicant requests a refund 14 calendar days or less prior to the event date; CSD will keep 100% of vendor booth fee.

Vendor Categories

- The Elk Grove GIANT Pumpkin Festival extends participation to vendors in a number of different categories (page 6).

- Based on Festival size a maximum of two (2) vendor spaces up to a10x20 space per business/organization is permitted. Spaces cannot be separated into 2 (two) 10X10 spaces. Sponsorship opportunities are available for business/organization looking for a bigger presence and/or marketing opportunities.

1. Commercial Booth

- Vendors in this category are defined as a business that offers tangible products or services for purchase, and are not recognized by the California State Board of Equalization as a 6015 Retailer.
- If you are selling multiple product lines you are required to purchase booth space for each product line.
- Vendors are restricted from giving away products or services that the Festival contracts with others for (ex: pumpkins, face painting, water, etc.).

2. 6015 Retailer Booth

- Vendors in this category are recognized by the California State Board of Equalization as 6015 Retailers (Example: Scentsy, Avon, Tupperware, etc.).
- Vendor must complete a BOE 410-D Swap Meets, Flea Markets, or Special Events Certification form from the Board of Equalization (page 10).
- If you are selling multiple product lines you are required to purchase booth space for each product and/or service.
- Vendors are restricted from giving away products or services that the Event contracts with others for (ex: pumpkins, face painting, water, etc.).
- Vendors must list or provide photos of items to be sold with application (photos will not be returned).

3. Arts and Crafts Booth

- Limited to hand-crafted original work items.
- IF YOU DID NOT MAKE IT YOURSELF, DO NOT BRING IT.
- Photos of items to be sold is required with application (photos will not be returned).
- Craft vendor applications will be juried by a Festival committee based upon Festival standards for quality.
- Acceptance is based upon artistic standards and interpretation of photos.

Definition of a Non-Profit

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 for and is in operation for charitable purposes and meets the requirements of Section 214 of the Revenue and Taxation Code.

4. Non-Profit Information Booth

- Booth space is limited to non-profit organizations for the express purpose of distributing and disseminating information and educational material.
- Vendor must provide proof of non-profit status.
- Onsite sales and raffles are not permitted.
- Distribution of food or water is not permitted.
- Vendors are restricted from giving away products or services that the Festival contracts with others for (ex: pumpkins, face painting, water, etc.).

5. Non-Profit Fundraising Booth

- Booth space is limited to non-profit organizations for the express purpose of distributing and disseminating information and educational material and that wish to sell merchandise or conduct any type of fundraising.
- Vendor must provide proof of non-profit status.
- Distribution of food or water is not permitted.
- Vendors are restricted from giving away products or services that the Festival contracts with others for (ex: pumpkins, face painting, water, etc.).

6. Children's Activity Booth

- The purpose of a Children's Activity Booth is fundraising for non-profit groups only.
- Vendor must provide proof of non-profit status.
- Dissemination of information and educational material is not allowed.
- All games are provided by the CSD unless the group requests to provide their own. All games must be approved by the CSD and must be Pumpkin or Festival themed.
- It is the group's responsibility to provide enough prizes for the entire two-day event. *Note: Candy is not permitted to be handed out as a prize.*

- The group can expect payment for 85% of the gross revenue, based on tickets collected. District check will be mailed 2-4 weeks after the Festival.
- Festival committee reserves the right to limit the number of booths operated by any one non-profit.
- Adult supervision is required for each booth. Contact names will be required at time of confirmation.

7. Food Booth

The Festival accepts both Non-Profit and Commercial Food Vendors selling pre-packaged food **(THIS INCLUDES BEVERAGES)** or preparing food on site. The Festival encourages vendors to incorporate Pumpkin into Festival menu. Here are the two categories of food vendors with descriptions:

- **Pre-Packaged / Low Risk** would be issued to a vendor that sells any properly labeled, pre-packaged, processed food from an approved facility. Examples include candy, canned sodas, canned and bottled foods, and ice cream bars. This permit may also be issued to a vendor who engages in low-risk food preparation such as; snow cones/shaved ice, hot dogs, and pre-cooked/sliced pizza.
- **Food Preparation / High Risk** would be issued to a vendor who engages in cooking, packaging, processing, assembling, or portioning, of any potentially hazardous food. High-risk food preparation includes foods such as: hamburgers, tacos, meat sandwiches, and barbecue.

Equipment

- Commercial Food vendors are required to provide their own set up for the festival. This includes tents, floor coverings, and fire extinguishers; equipment must meet Festival health and safety requirements.
- Vendor booth materials must be in compliance with fire code regulations and vendor must supply proof that tents and flooring are flame retardant. Such materials bear the official State Fire Marshal tags and/or certificates. Copies of these items must be supplied with the vendor application.
- The Festival will provide Non-Profit food vendors with 10'X10' tents, floor coverings, and fire extinguishers.

Electricity

- No personal generators are allowed. Vendors must pre-pay for electricity and are required to supply their own extension cords (at least 25 feet) to reach the access points at the rear of each booth.

Insurance

- **Vendors must comply with insurance requirements by ONE of these three options:**
  1) Sign Insurance Requirements declining liability protection (page 7; this method is unavailable for Food Vendors),
  2) Vendor shall provide a certificate of insurance to the CSD evidencing such coverage with application, or
  3) Submit payment for District insurance.
- If vendor is providing own Certificate of Insurance, the certificate must be Comprehensive General or Comprehensive Personal Liability coverage for a minimum of $1,000,000 Per Occurrence, $2,000,000 Aggregate naming the Cosumnes Community Services District additional insured. The CERTIFICATE must name: Cosumnes Community Services District, 9355 E. Stockton Blvd. Elk Grove, CA 95624. The following statement must appear on the certificate: "Additional Insured Endorsement names the Cosumnes Community Services District and the County of Sacramento, additional insured, its directors, agents, or employees are included as additional insured."
- If you do not currently have an insurance policy, vendor can sign Insurance Requirements declining liability protection (page 7; this method is unavailable for Food Vendors), or an event policy can be purchased through the District for an additional fee of $65.00.

NEW!!! VENDOR BOOTH COMPETITION

First place winner will get 50% off 2017 booth fee (up to $250)

- **Best Dressed Pumpkin Booth**
  Vendors are **ENCOURAGED** to dress up their booth displaying their creativity and imagination while showcasing everything PUMPKIN. Judges will be looking for booth design, creativity & the use of PUMPKINS.
- Judging will take place Saturday morning and winners will be selected before the end of the day Saturday. Winners will be presented with a GIANT Pumpkin Festival rosette to display at their booth. Please keep in mind that this is a family event; decorations should be appropriate for all ages.

Load-In & Set-Up Instructions

Friday, September 30th

- All vendors are highly encouraged to set-up their booth on Friday from 2:00 PM – 7:00 PM.
- Staff will be available to assist in transporting supplies/merchandise to vendor booths and may not be readily available on Saturday to offer this assistance.
- **No vehicles will be allowed on grass area to load or unload.**

Saturday, October 1st

- Vendors may arrive as early as 7:00 AM and must be set-up and ready for business by 9:30 AM.

Sunday, October 2nd

- Vendors may arrive as early as 7:00 AM and must be set-up and ready for business by 9:30 AM.
- Booth take down must not occur until after 5:30 PM Sunday, thirty (30) minutes after scheduled end of the Event.

Parking

- Vendors will be issued a set amount of parking passes based on their category of participation.
- Additional vendor parking passes can be purchased in advance for $5 each at the CSD Administration Main Office.
- Please be sure to inform all of your workers that they will not be allowed access into the park without payment or a parking pass. **NO EXCEPTIONS WILL BE MADE.**

Required Documents

All vendors must submit required documentation in order to have a complete application on file. Please refer to your application for a list of required documents.

Vendor Space

- Space is assigned in 10'x10' increments and is situated on grass.
- Vendors are required to supply their own tents, tables, and chairs with the exception of Children's Activity Booths and Non-Profit Food Vendors.
- Any vendor requesting the sale of additional items after application is submitted and approved must make said request in writing.
- Booth locations are not guaranteed and are made at the discretion of festival management.
- Vendors must operate both days of the Festival during scheduled hours.
- Vendors must contain their operations within their allocated space. Walking the grounds to sell merchandise or hand out fliers is strictly prohibited.
- Activities of participating vendors must not disrupt or interfere with the operation of the GIANT Pumpkin Festival, staff or festival participants. If a situation is deemed disruptive to the festival operation, festival management may remove vendor at any time during the event.
- District will provide general overnight Festival security on Friday and Saturday evenings. CSD is not responsible for lost, stolen, or damaged goods.

General Provisions

- The Elk Grove GIANT Pumpkin Festival is a rain or shine event. There are no refunds due to inclement weather.
- A limited number of vendors in any category will be accepted into the festival. Decisions are based on, but not limited to: history, level of investment and date of paperwork received.
- The Festival reserves the right to admit duplicate businesses based on Festival needs and size. Exclusivity may be extended at the Festival's discretion.
- Unless you have been added to the health permit and have paid the additional fee, any distribution or sampling of food or drinks is strictly prohibited (this includes handing out candy, bottled water, etc.).
- The CSD does not guarantee vendor sales.
- Vendors are restricted from giving away products or services that the Festival contracts with others for (ex: pumpkins, face painting, water, etc.).
- Vendors, their staff, employees, and agents will comply with all vendor policies and all fire codes, laws, ordinances, and regulations pertinent to health, fire prevention, and public safety. Failure to comply can result in expulsion from event without a refund.
- Vendor agrees to allow the CSD to take photos of your booth and product during the Event, for no additional compensation. Photos taken of your product/booth may be used in CSD promotions.
- Vendors and their personnel shall not consume or use alcoholic beverages or any controlled substance at any time during the event or prior to the completion of all performances under this application.

I have read the regulations included in this Elk Grove GIANT Pumpkin Festival "Participation Guidelines for Vendors" and I agree to comply with the conditions set forth.

_____

Signature Date

_____

Name

_____

Business / Organization Name

Signed Guidelines and completed application must be submitted by July 22, 2016 to:

Elk Grove GIANT Pumpkin Festival
c/o Cosumnes Community Services District
Parks and Recreation Department
ATTN: GIANT Pumpkin Vendor Coordinator
9355 East Stockton Blvd. Suite #185
Elk Grove, CA 95624
Or
Fax (916) 685-6942
Or
heathershortino@csdparks.com

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9355 E. Stockton Blvd., Suite 185, Elk Grove, California 95624
www.yourcsd.com Elk Grove Giant Pumpkin Festival

First Weekend in October • Elk Grove Regional Park

ELK GROVE GPF GIANT PUMPKIN FESTIVAL

Food Vendor Application

DEADLINE: July 22, 2016

We are happy you have chosen to participate in the Elk Grove GIANT Pumpkin Festival. Submittal of completed application does not guarantee acceptance into Festival by the District. Vendor preference will be given to vendors who are in line with the themes and purposes of each event, as well as with CSD's mission. Vendor preference will be given on the basis of several factors, including but not limited to: incorporating Pumpkin into festival menu, as well as the vendor's history with CSD or past performance at CSD events, level of vendor investment, and date of paperwork received.

VENDOR INFORMATION	
Business/Organization Name:	
Contact Person:	
Address:	
City, State, Zip:	
Business Phone:	Alternate Phone:
Email:	
California Resale License or Non-Profit ID:	Website:

BOOTH SPECIFICATION AND FEES

You must buy enough space to fully accommodate your display. Space is sold in 10' x 10' increments. You will receive a 10% discount (on booth space only) if you purchase more than one space.

Space Reservation:	**#65610**	**Number of Spaces**	**Fee**	**Multi Booth Discount 10%**	**Subtotals**
Non-Profit – Pre-Packaged/Low Risk*		X	$400	-	=
Non-Profit – Food Prep/High Risk*		X	$450	-	=
Commercial – Pre-Packaged/Low Risk		X	$900	-	=
Commercial – Food Prep/High Risk		X	$950	-	=
Mobile Food Facility –Food Truck/Trailer (Maximum 10 ft. X 30 ft.)		X	$1200	-	=
Additional Fees:					
Multi Event Permit-Low Risk or Permitted MFF(Sac County) ***Discount***			*-$65*		
Multi Event Permit-High Risk or Permitted MFF(Sac County) ***Discount***			*-$140*		
Certificate of Insurance for $1,000,000	#65614		$65		
Electrical Service - 20 Amps (110 volts)	#65613		$100		
Electrical Service - 50 Amps (220 volts)	#65613		$150		
Late Fee (Application received after July 22, 2016)	#65615		$25		
*Must have proof of non-profit status			**TOTAL FEES:**		

ELECTRICAL SERVICE
If you require and have paid for electrical service, please indicate the number of plugs, type of appliances you plan on using and type of plugs they require.

INSURANCE REQUIREMENTS

The Vendor must comply with insurance by <u>ONE</u> of these two methods: (Please check one method below.)

_____ The Vendor ACCEPTS OPTIONAL LIABILITY PROTECTION offered by the district.

- The Vendor accepts optional liability protection at the daily fee ($65 for both days) as quoted by CSD Special Events Section.

_____ The Vendor HAS OPTIONAL LIABILITY PROTECTION.

- The Certificate of Insurance and necessary Permits are due no later than 14 days prior to Event date. A Homeowner's or Tenant's insurance policy can usually provide insurance for your rental for booth space.

- The Certificate of Insurance must be in the name of the person/business who signs the vendor application. It must also clearly show the liability limits and policy dates to be valid.

- Certificate of Insurance for comprehensive general or comprehensive personal liability coverage for a minimum of $1,000,000 general liability coverage and $2,000,000 aggregate liability. The following statement must appear on the certificate: "Additional Insured Endorsement names the Cosumnes Community Services District and County of Sacramento, its directors, agents or employees as additional insured."

I have read and understand the above Insurance Requirements and agree to abide by all of the conditions set forth.

Signature _____ Date _____

Name of Vendor/Business: _____

LIST OF ITEMS TO BE SOLD AND PRICING
Please list all items you plan to sell with prices or attach menu with prices.   ***<u>Pumpkin items encouraged.</u>***

EQUIPMENT

- Commercial food vendors are required to provide their own complete set up/equipment including but not limited to tents, floor coverings, and fire extinguishers. Equipment must meet Festival health and safety requirements.
- Vendor booth materials must be in compliance with fire code regulations and vendor must supply proof that tents and flooring are flame retardant. Such materials bear the official State Fire Marshal tags and/or certificates. Copies of these items must be supplied with vendor application.
- Department of Environment Health & Fire Department requirements will be provided to accepted vendors in the confirmation packet.

HEALTH REGULATIONS

- If vendor does not possess a County of Sacramento Multi-Event Permit (MEV), vendor will obtain a two-day event permit from the County of Sacramento with this application.
- Department of Environment Health requires that all food booth applicants file a Temporary Food Facility (TFF) Information Sheet and TFF Menu Sheet. These forms will be sent in the confirmation packet and must be returned by **September 2, 2016.** If you would like to review the forms or have any questions, they are available at the EHD at (916) 875-8440 or at www.emd.saccounty.net. This information will be reviewed prior to any permits being issued.
- Vendor shall be responsible for complying with the County's health regulations and will be subject to County health inspection. If vendor's booth fails to pass inspection, vendor is solely responsible for a re-inspection fee and/or costs associated with closing and removing vendor's booth from the Event. Re-inspection fee will be collected at Festival before booth may re-open.
- Copies of the Health Code regulations are available at www.emd.saccounty.net or by calling the County of Sacramento, Environmental Health Division at (916) 875-8440.
- If vendor possesses a County of Sacramento Multi-Event Permit please submit a copy with signed Application to the District. Vendor will receive discount if possesses this permit; please see additional fees on first page of application for discount.

VENDOR RESPONSIBILITIES

- Vendors keep 100% of the gross revenue. No tickets will be used; vendors will accept cash and credit cards as payment.
- Submittal of completed application does not guarantee acceptance into Festival by the District. Vendors will be notified of acceptance with a confirmation and request for payment.
- Any changes to approved menu must be approved in writing by CSD.
- Commercial food vendors must provide their own menu signs.
- Vendor must provide their own booth name sign. Booth advertising is limited to the host group. No outside advertising is allowed.
- If electricity is needed, vendor must check the Electrical Requirement Fee and pay the additional fees listed. No private generators will be allowed.
- Booths sizes are 10'x10' and situated on the grass with the exception of the Mobile Food Facility – Food Truck/Trailer category.
- Vendors can only sell from assigned space. Walking the grounds to sell merchandise or hand out fliers is strictly prohibited.
- Vendors must read and comply with the CSD Fire Department Conditions of Approval. These will be included in your confirmation packet and available at www.yourcsd.com.
- All fire codes, laws, ordinances, and regulations pertinent to health, fire prevention, and public safety shall be strictly obeyed.
- All vendors are responsible for acquiring a seller's permit through the California State Board of Equalization; a copy of permit must be posted at your booth. Vendors are responsible for submitting their own resale taxes.
- Form BOE 410-D Swap Meets, Flea Markets, or Special Events Certification from the Board of Equalization (attached) must be completed and turned in with application.
- Vendor agrees to allow the District to take photos of your booth and product during the Event, for no additional compensation. Photos taken of your product/booth may be used in CSD promotions.
- Vendor/staff/employees/agents will comply with all vendor policies. Failure to comply can result in expulsion from event without a refund.

CSD RESPONSIBILITIES

- Generators will remain operating overnight on Friday and Saturday night.
- CSD has final say on menu items. No duplication of food will be accepted in the same food court area. Any changes to approved menu must be approved in writing by CSD.
- CSD will provide menu signs for Non-Profit food vendors only.
- CSD will provide Non-Profit food vendors with 10'X10' tents, floor coverings, and fire extinguishers.

NON-TRANSFERABLE

Acceptance of this application constitutes an agreement between the applicant and the District. This agreement is not assignable or transferable without the express written consent of the District.

INDEPENDENT CONTRACTOR

Vendor shall perform all services required under this application as an independent contractor of the District and shall remain, at all times as to the District, a wholly independent contractor with only such obligations as are required under this application. Neither vendor, nor any of its employees, shall be considered an employee of the District.

INDEMNIFICATION

Vendor shall defend, indemnify and hold harmless the District and the District's trustees, officers, employees and agents, from and against any and all claims, actions, liability, damage, loss or obligations, including all costs, demands, expenses, expert fees and costs, and attorney's fees arising out of Vendor's activities pursuant to this application, including by way of illustration and not limitation, the following: (a) any injury to or death of any person or damage to or destruction of any property occurring in or on Vendor's equipment, or any part therefore; (b) any default by Vendor's in the observance or performance of any of the terms, covenants, or conditions of this application ; or (c) the use, occupancy, or condition of Vendor's equipment or activities therein.

I have read the regulations included in this "Food Vendor Application" and I agree to comply with the conditions set forth.

_____

Signature Date

_____

Name

COMPLETED APPLICATIONS AND PAYMENT IN FULL
MUST BE SUBMITTED BY JULY 22, 2016 TO:

Elk Grove GIANT Pumpkin Festival
c/o Cosumnes Community Services District
Parks and Recreation Department
ATTN: GIANT Pumpkin Festival Vendor Coordinator
9355 East Stockton Blvd. Suite #185
Elk Grove, CA 95624
or
Fax (916) 685-6942
or
heathershortino@csdparks.com

APPLICATION CHECK-LIST
☐ Participation Guidelines Signed and Dated
☐ Completed Application Signed and Dated
☐ Copy of County of Sacramento Multi-Event Permit if applicable
☐ Completed Insurance Requirements
☐ Completed BOE 410-D Form
☐ Copy of Menu with Prices
☐ Copy of official State Fire Marshal tags and/or certificate(s)

DATE RECEIVED:					STAFF INITIAL:

SWAP MEETS, FLEA MARKETS, OR SPECIAL EVENTS CERTIFICATION

STATE OF CALIFORNIA
BOARD OF EQUALIZATION

People who sell merchandise in California are generally required to hold a seller's permit.

You **may not** sell at this event unless you have a seller's permit or are not required to hold a permit. You are required to have a permit if you are selling, even temporarily, new or handcrafted items or used items you purchased for the purpose of reselling to others. You are not required to hold a permit if you are only making "occasional" sales, selling products that are not taxable when sold at retail, or selling on behalf of a section 6015 retailer.

You may electronically register for seller's permit at no cost to you by visiting our website at *www.boe.ca.gov.* To find a Board of Equalization (BOE) office near you, call our Taxpayer Information Section at 800-400-7115 (TTY:711) or visit our website. If you obtain a temporary seller's permit, the business address on your temporary permit should be the address of the temporary selling location and the mailing address should be your permanent place of business or residence.

Occasional and Nontaxable Sales - Occasional sellers are usually people who are not required to hold a seller's permit because they will not be making a series of qualifying sales. A person who has cleared their garage of used items *accumulated for their own use* and who sells *only* those items would usually qualify as an occasional seller, provided they make sales no more than twice in a 12-month period. Some sellers who make only nontaxable sales are also not required to hold seller's permits. Examples include sellers of fresh produce or other cold food products sold "to go." Please note, however, some food sales are taxable, including sales of food for consumption in places where admission is charged.

Section 6015 Retailers - Revenue and Taxation Code section 6015 relieves certain individuals of the requirement to obtain a seller's permit when: (1) the product supplier is a BOE approved section 6015 retailer, (2) the product supplier reports and pays tax on the actual "retail selling price," (3) the individual is selling only those items purchased from the section 6015 retailer, and (4) the individual provides the name of the product supplier. Typical section 6015 retailers include multi-level marketing retailers that solicit sales through a network of individual salespeople/representatives (for example, Avon, Tupperware).

Verification of a seller's status is required by law. Please complete all four sections of this form. Please print.

1. EVENT INFORMATION

EVENT NAME AND PLACE

EVENT DATE(S)

TABLE/BOOTH/LOCATION ID#

2. VENDOR/EXHIBITOR INFORMATION

OWNER'S NAME

MAILING ADDRESS *(street number or P.O. box)*

(city, state and zip code)

TELEPHONE NUMBER
( )

DRIVER LICENSE NUMBER OR STATE ID NUMBER AND STATE

TYPE OF BUSINESS, DESCRIPTION OF ITEMS TO BE SOLD/DISPLAYED

3. STATUS—*Check appropriate boxes, and provide requested information*

☐ I hold a valid seller's permit. My number is: **S**

☐ No sales of tangible personal property are being made or solicited at this event.

☐ I am not required to hold a seller's permit because:

- ☐ My retail product sales are not subject to tax
- ☐ My sales are exempt occasional sales
- ☐ I sell on behalf of a section 6015 retailer _____

4. CERTIFICATION—*Partners/additional sellers, complete a separate copy of this form*

The above statements are certified to be correct to the best knowledge and belief of the undersigned.

NAME *(typed or printed)*

TITLE

SIGNATURE

DATE

See reverse for disclosure information.

CLEAR PRINT

Privacy Notice

This is not a request for you to provide information. This is an informational notice according to the requirements of the Information Practices Act (Civil Code §1798.17). No action is required.

We ask you for information so that the BOE can administer the state's tax and fee laws. The BOE will use the information to determine whether you are paying the correct amount of tax and to collect any amounts you owe. You must provide all information requested, including your social security number (used for identification purposes [see Title 42 U.S. Code sec.405(c)(2)(C)(i)]). A list of authorized agencies, among others, who the BOE may disclose information to, and a complete list of the California Revenue and Taxation Codes is available on our website at *www.boe.ca.gov/pdf/boe324gen.pdf,* then scroll to the second page.

What happens if I don't provide the information?

If your registration information is incomplete, the BOE may not issue your permit, certificate, or license. If you do not file complete returns, you may have to pay penalties and interest. Penalties may also apply if you do not provide other information the BOE requests or that is required by law, or if you provide fraudulent information. In some cases, you may be subject to criminal prosecution.

In addition, if you do not provide the requested information to support your exemptions, credits, exclusions, or adjustments, they may not be allowed. You may owe more tax or fees or receive a smaller refund.

Can anyone else see my information?

Your records are covered by state laws that protect your privacy. However, the BOE may share information regarding your account with specific state, local, and federal government agencies. The BOE may also share specific information with companies authorized to represent local governments.

Under some circumstances, the BOE may release the information printed on your permit, certificate, or license, such as account start and closeout dates, and names of business owners or partners, to the public. When you sell a business, the BOE may give the buyer or other involved parties information regarding your outstanding tax liability.

With your written permission, the BOE can release information regarding your account to anyone you designate.

Can I review my records?

Yes. Requests should be made in writing to your closest BOE office. A complete listing of BOE locations can be found at *www.boe.ca.gov.* Additional information regarding your records can be found in publication 58-A, *How to Inspect and Correct Your Records.* For a copy of this publication, go to *www.boe.ca.gov* or call the Taxpayer Information Section at 800-400-7115 (TTY:711), Monday through Friday, 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays. If you need more information, you may contact the BOE's Disclosure Officer at 916-445-2918 or by writing:

Disclosure Officer, MIC:82
State Board of Equalization
PO Box 942879
Sacramento, CA 94279-0082

Who is responsible for maintaining my records?

The officials listed below are responsible for maintaining your records.

Sales and Use Tax
Board of Equalization
Deputy Director, SUTD, MIC:43
PO Box 942879
Sacramento, CA 94279-0043
800-400-7115

Property and Special Taxes and Fees
Board of Equalization
Deputy Director, PSTD, MIC:63
PO Box 942879
Sacramento, CA 94279-0063
800-400-7115