April 15, 2018

Dear Vendor / Crafter,

The Mission Viejo Activities Committee invites you or your organization to participate in the Fourth of July Street Faire and Fireworks Spectacular to be held on Wednesday, July 4, 2018. The Street Faire is held on Olympiad Road between Melinda and the entrance to Lake Mission Viejo. Visitors enjoy a variety of entertainment, foods, games and arts and crafts. The day culminates in a Fireworks Extravaganza beginning at 9:00 PM. The Street Faire official advertised hours are 12:00 - 9:30 PM.

We like to offer a large variety of activities for all. Concessions are being offered to local community service/youth/sport groups for food or game booths. We have a limited number of booths for crafts and merchandise of interest to families. We will also have booths for our major sponsors. In order to offer each group the best sales, we will ATTEMPT to avoid exact duplication of games or food.

Spaces are 10X10 in size and are located on the street itself. The cost is $110.00 for food booths and $65.00 for game booths and $110 for craft booths. You must provide your own equipment.

SPECIAL NOTICE TO ALL VENDORS:

1. **ALL VENDORS** selling items at this year's Street Faire must have a RESALE NUMBER. There are very few exceptions according to the California State Board of Equalization (Pamphlet No. 18). Resale licenses are easily obtainable from the State Board of Equalization, 16715 Von Karmen Ave.,Suite 200, Irvine, CA 92606. Their telephone number is (949) 440-3473.
ALL VENDORS must send their Resale Number on their application or provide the section number that exempts your group from having one. Without this information your application will not be consider for this year's event.

2. **No vendor is allowed to sell water, soda, toys, or souvenir items.** These are reserved booths and items for the Mission Viejo Activities Committee.

3. In the past, a few concessionaires have dumped the BBQ charcoal on the ground or left behind debris at the conclusion of the Street Faire. Since MVAC members are required to clean-up after these particular booths, we will make a note of the area that the mess was left behind and access that vendor a $50 fine which will have to be paid before said vendor would be allowed into future Street Faire Events. Please be aware of this and leave your area clean!

4. We will mail Final Instructions and parking procedures and passes on June 15, 2018 to the contact person listed on your application.

Booth space applications will be accepted on a first come first serve basis until May 31, 2018. Please complete the attached application and mail with your space fee to:

Mission Viejo Activities Committee
24932 Veterans Way
Mission Viejo , CA 92692

Attn: Concession Chairman

If you have any questions, please call Cathy Allen at the MVAC Office at (949) 830-7066.

Sincerely,

Mission Viejo Activities Committee
Fourth of July Street Faire

**********VENDOR INFORMATION**********

SET-UP / TAKE DOWN

Set-up needs to be done between 9:00 am to 11:00 am. Enter street at your appointed time, locate your space, unload your merchandise and equipment, then move your car immediately to the Youth Athletic Park. Even numbered booths are on the Ball Field side and odd numbered booths are on the lake side. Once that is done come back and set up your booth. ALL VEHICLES MUST BE MOVED BY 11:00 AM. You must provide your own tables, chairs and any other supplies. Since it usually gets very warm, we recommend canopies or some kind of shade. You will be placed on the street itself, not the sidewalk area or the grass. Crowds usually come early, so you can start selling as soon as you are set-up. All vendors must be open for business by 12:00 PM. The Street Faire entertainment begins at 1:00 PM, so the earlier you begin, the more money you can make!

ELECTRICITY

Some lights will be strung on the existing light poles on the street. Additional electrical power will be available to you if you paid the surcharge fee noted on your application. We suggest you plan on having clip-on lights and extension cords in your actual booth, **Clamp lights are preferred and no more than 200 watts.** The sockets are placed in the area behind the booths. Do not worry if you don't see hook-ups when you first arrive, all lights will be operational by dusk. As noted on your application, if you will be using high voltage electrical equipment (popcorn machine, etc.) you must supply us with amps/watts required. THIS IS VERY IMPORTANT, WE WANT TO MAKE SURE EVERYONE HAS ENOUGH POWER!

DECORATIONS

Your booth should be decorated attractively with a Fourth of July theme. Organizations must have a LARGE sign listing the group's name. Items and prices should also be displayed clearly. Please encourage your workers to wear hats, T-shirts, pins or other items identifying your organization (if available). If your group is being sponsored by another organization or professional person, coordinate with then to post a "SPONSORED BY" sign. Make note of this rule from the Orange County Health Dept.

IF A BUSINESS HAS CONTRIBUTED FOOD OR EQUIPMENT FOR YOUR BOOTH, CREDIT MAY BE GIVEN TO THE COMMERCIAL DONOR. THE CREDIT SHOULD NOT CONSTITUTE BLATANT ADVERTISEMENT FOR THE COMMERCIAL DONOR. A SIGN IDENTIFYING THE BOOTH AS AN ACTIVITY OF THE NON-PROFIT ASSOCIATION (I.E., THE ORGANIZATION'S NAME) MUST PREDOMINATE OVER ALL ACKNOWLEDGMENTS GIVEN TO COMMERCIAL DONORS CONTRIBUTING TO THE BOOTH.

VENDOR'S ENTRANCE

Please enter the Street Faire from the back entrance, located at the corner of Melinda and Olympiad. You may drive your vehicle in for unloading purposes at your assigned time, then move to park your vehicle. ONLY ONE VEHICLE FROM YOUR BOOTH WILL BE ALLOWED TO PARK IN THE YOUTH ATHLETIC PARK. You may NOT keep your vehicle at your booth space. You will be given a parking pass at the mandatory vendor meeting and you must bring it to gain entrance to the Youth Athletic Park. THERE WILL BE NO EXCEPTIONS.

RESTRICTION

No vendor is allowed to sell **water, soda, toys, or novelty items**. These are reserved booths and items for the Mission Viejo Activities Committee.

REFRIGERATION / ICE

If you need ice or refrigeration of any kind, you must provide your own. The MVAC has no extra refrigeration space nor do we have extra ice supplies. We suggest you designate one or more persons from your group as an "ice runner", or perhaps have new shifts coming on bring in extra ice with them. Another idea is to contact an ice company for delivery. We order ice for our purposes from ABC Ice.

GLASS ITEMS

No glass items are allowed at the Street Faire. If you sell a drink in a glass container you must pour the beverage into a paper cup before selling it to a customer.

TRASH / CLEAN-UP

Trash is always a MAJOR problem, so PLEASE keep your area clean. You need to have a large container next to or behind your booth. Large dumpsters will be placed at intervals behind the booth areas for easy disposal. Your cooperation in this area is greatly appreciated. Please do not leave any loose trash behind after the close of the Street Faire. Any vendor leaving behind a mess that we have to clean up, will be assessed a $50 fine that will have to be paid before you'll be allowed to participate again at the Street Faire.

PRICING PRODUCT

Pricing of items is up to you. We ask that you keep them somewhat reasonable. The heaviest concentration of people attend the Street Faire form about 4:00 PM until the Fireworks at 9:00 PM. If you ran out of a product before 7:00 PM last year, you might want to consider having more on hand this year.

PRIZES

If you have a game booth, please provide small prizes. You do not need to spend a lot of money, candy or other inexpensive items are nice to have on hand. If you wish to use actual toys or carnival prizes, there are several supply companies in the Garden Grove and Anaheim areas where such thing can be purchased very inexpensively.

UNIFORMED PERSONNEL

There will be Orange County Sheriff personnel and private Security Guards in attendance helping us with various functions.

TAKE DOWN

Due to the large crowds that are anticipated, do not plan on loading up your equipment until after the fireworks show is over. Olympiad Road must be reopened at approximately 11:00 PM, so please pack up quickly. If you run out of product, you may pack up as much as possible, but you will not be able to move your vehicle from the parking area or bring it to the Street Faire until the crowds have dispersed after the fireworks show at approximately 10:00 PM.

MISC. INFO

Make sure you bring enough change for your booth's cash box. Please try to have enough staff on hand to keep waiting lines to a minimum. This is supposed to be a fun day!

Since beer is for sale at the MVAC Booth, be on the lookout for anyone who may have consumed too much holiday spirit. Please notify a MVAC member or uniformed personnel. We will make every effort to see to it that everyone has a safe and sane holiday.

DRIVE SLOWLY AS YOU ENTER OR LEAVE THE STREET FAIRE AREA!!

Permit Requirements

Temporary Permit

Nonprofit organizations with no more than three (3) fundraising sales events a year should contact the nearest office of the Board of Equalization and apply for a **temporary sellers permit for each event.**

When the temporary permit is issued, the Board will provide a sales and use tax return for reporting the tax due. This will enable the organization to report and pay the tax while the sales event is still fresh. If the sales occurred prior to applying for the required permit, the organization should **immediately** notify the board so that the application for the permit may be completed and the tax return filed and paid before the penalty and interest charges accrue.

Permanent Permit

Organizations whose fund raising projects exceed three (3) sales events a year, or whose projects are of a continuous nature, should apply for a regular seller's permit at the nearest Board of Equalization office.

Organizations to whom a "regular" seller's permit has been issued, will receive quarterly or annual tax return forms in the mail at the close of each reporting period. The completed returns and the payment should be mailed in the Sacramento office of the Board of Equalization on or before the last day if the month following the reporting period.

Tips on Keeping Records

Separate Records for Each Event

Records must be retained to support the total amount reported from each event as well as any deductions claimed for nontaxable sales. For example, if there is a carnival with games and food, care should be taken to ensure receipts (nontaxable and taxable) from each booth are kept separate. It is suggested that taxable and nontaxable should not be sold at the same booth.

These measures will ease record keeping difficulties and enable you to know exactly how much was received from taxable and nontaxable activities.

Representatives from the Board of Equalization may examine your books, papers, records and other documents to verify the accuracy of any returns made, or, if no return is made, to determine the amount of tax you must pay.

Charging Tax

For a Carnival or other event with food and games, you may or may not wish to raise the cost of individual tickets from, for example, 20cents to 21 cents in order to compensate for the tax that will be paid on taxable items. To avoid this in convenience, you may arrange for a sign to be displayed at the ticket booth stating, "All prices of taxable items include sales tax reimbursement computed to the nearest mill." This notification to the buyers will support the claim for a tax-included deduction on your return.

Foreword

This pamphlet is intended to help organizations engaged in fundraising projects fulfill their responsibilities under the California Sales and Use Tax Law. It provides basic information regarding application to the California Sales and Use Tax Law to transactions involving nonprofit fund raising organizations.

Contrary to a common belief, there is no general exemption from sales tax on sales made by nonprofit organizations for the purpose of raising funds, even though such funds wo;; be used for philanthropic purposes.

As an aid to nonprofit organizations, the sales tax guidelines in this pamphlet are organized in nine sections. The first six sections apply generally to all organizations with the exception of those treated as “consumers”. The seventh and eighth sections consider special exemptions, which may be available to certain organizations. The ninth section pertains to organizations, which are treated by laws as “consumers”.

This pamphlet summarizes the law and applicable regulations in effect when the pamphlet was printed as shown by the date on the front cover; however, statutory or regulatory changes may have occurred subsequent to the printing date. In case of any conflict between text of this pamphlet and the law, the latter is controlling.

If you are in doubt about how the Sales and Use Tax Law applies, please let us know. Requests for advice regarding a particular activity or transaction should be in writing and should fully describe the facts and circumstances of the activity or transaction. Requests should be mailed to the nearest State Board of Equalization office listed on the inside of the back cover of this pamphlet.

Information on collecting and reporting sales and use taxes and other general information is available in our Pamphlet Number 73, Your California Seller’s Permit. You can pick up Pamphlet Number 73 or any of our other pamphlets at your local board office.

Audit Evaluation and Planning U it
State Board of Equalization
PO Box 942879
Sacramento, Ca 94279-0001

Note: Changes in the text of this pamphlet are indicated by the lines in the margins.
A vertical line (/) indicates text information has been added or revised.
A horizontal line (-) in the margin indicated text information has been deleted.