

Live at Lakeview Summer Music Series – 2018 Vendor Application

Please complete this form and submit it with the required paperwork and payment to On Course Events at least two weeks prior to event. **Email:** Leslie@oncourseevents.com (preferred method)

Mailing Address: 981 Tulare Ave. South Lake Tahoe, CA 96150

VENDOR INFORMATION

Business / Organization: _____

Contact: _____ **Phone #:** _____

Email: _____ **Contact Preference** _____

Mailing Address: _____

Please describe the product(s) or service(s) to be provided at your booth:

Please select the dates you are applying for from the list below:

***Requesting a date does not guarantee space is available.*

_____ June 21

_____ July 26

_____ June 28

_____ August 2

_____ July 5

_____ August 9

_____ July 12

_____ August 16

_____ July 19

_____ August 23

_____ August 30

REQUIRED DOCUMENTS*

1) Check payable to On Course, Inc. (\$100 per event)

2) City of South Lake Tahoe Business License #: _____

3) State of California Seller's Permit #: _____

**All Required documents must current and attached with this application in order to be considered for the Live at Lakeview Summer Music Series.*

TERMS AND CONDITIONS

Application Information/Acceptance

- All vendors are required to submit a completed application, payment, a Business License issued by the City of South Lake Tahoe, as well as a valid California sellers permit. Applications submitted without these items will be considered incomplete and will be returned.
- To be guaranteed entry into the event series, please submit your application by June 1, 2018 at 5:00 PM. Applications received after that date are considered LATE ENTRY and will only be accepted if space is available, applications are complete, and if time allows for processing application.
- Some applications may not be accepted by the Live at Lakeview and On Course Events staff due to duplication, inappropriate material for a community/family event, or for other unforeseen circumstances. Applications not accepted will be sent back with full application and a notice of non-acceptance.
- Upon acceptance, event site map, schedule, important information, etc. will be e-mailed 10 days prior to the event. The 10-day out letter will include everything you need to attend each event.

General Event Information

- Live at Lakeview is a "rain or shine" event, and as such, will not be canceled, nor refunds issued, due to slightly inclement weather. However, the event series holds the rights to cancel or postpone an event if weather causes a threat to staff/guest safety (i.e. thunder and lightning).
- Parking is first-come, first served and is extremely limited. Additional parking is available at the SLT Recreation Center located at 1180 Rufus Allen Blvd.
- On Course Inc. and our Live at Lakeview team will not be responsible for any theft or damage to your display, merchandise or equipment. It is the responsibility of the vendor to watch over and/or to remove valuable items each evening to secure your tent.
- Behavior that is disruptive, disrespectful, aggressive or threatening in nature WILL NOT BE TOLERATED. Any vendor found to demonstrate such behavior will be ejected from the Live at Lakeview event immediately, without question and without refund, and with law enforcement assistance, if necessary.

Set-up/Tear Down Information/Times

- Vendor set-up will be from 3:00-4:00 pm. Tear down begins at 8:30 pm upon conclusion of event.
- All detailed information about load-in times, locations, streets, parking, etc. will be included in the 10-day out letter.
- No vehicles (with the exception of designated food trucks) will be permitted on Lakeview Avenue between Highway 50 and Harrison Avenue after 4:00 pm. Any vehicles found here once the event begins will be immediately ticketed and towed. This is a SAFETY ISSUE to our guests. There are no exceptions!

Booth Specifics

- Booth spaces are 10'x10', unless otherwise indicated. Additional space can be purchased at a rate of \$100 for 10'x10'.
- No racks or displays are permitted outside of the specified and contracted space. If your display requires additional space outside of your 10' x 10' booth area, you MUST contact us for additional space.
- Tents are available for a rental fee of \$25 per event. Vendor must notify event coordinator of needs at least 48 hours in advance.
- You must provide means of securing your tent/canopy and/or your merchandise, such as weights, water jugs, sandbags, etc. Be prepared for the unpredictable Lake Tahoe weather ahead of time!

Payment Information

- Payment is due along with the application; 15 business days prior to event, unless indicated otherwise in writing.
- Acceptable forms of vendor payment include cash and/or checks.
- Checks must be made payable to "On Course Events"
- Returned checks will be assessed a \$25 fee.

Merchandise Sales

- You are encouraged to sell, provide samples, take orders and otherwise promote your products and services.
- The Live at Lakeview management team reserves the right to approve or disapprove merchandise for sale. If, in the opinion of Live at Lakeview management, any item for sale is considered to be detrimental or hazardous to anyone at any time, the Live at Lakeview management team has the EXCLUSIVE AND SOLE right to have that merchandise prohibited for sale.
- Live at Lakeview organizers retain the SOLE and EXCLUSIVE right to strike any booth, for any reason.

Refunds

- Refunds will be issued on the following basis. If you choose to withdraw/cancel your participation from the event series once you have been accepted:
 - Withdrawal/cancellation **two weeks prior** to scheduled event results in a 100% refund of your booth fees;
 - Withdrawal/cancellation **48 hours prior** to scheduled event results in 50% refund of your booth fees;
 - We regret that cancellations with **less than 48 hours** notice will not be refunded.
 - If you do not show up to the event, there will NOT be a refund.
 - This is an "all weather" show. The festival will happen rain or shine, and as such, there will be no refunds made due to weather.
 - All requests for refunds MUST be made in writing via e-mail to Leslie@oncourseevents.com. If you do not receive a WRITTEN reply from Leslie, assume we have not received your cancellation.

Waiver Information

- As a Live at Lakeview vendor, I hereby agree to abide by all of the rules, regulations, policies, procedures, guidelines, fee schedules and operations relating to the Live at Lakeview Summer Music Series. Neither the Live at Lakeview staff nor its sponsors, the City of South Lake Tahoe, or On Course Inc, are responsible for any damage or loss. It is my sole responsibility to protect my goods/products from damage or theft.
- As a Live at Lakeview vendor, I hereby indemnify and hold harmless the Live at Lakeview Summer Music Series, and On Course, Inc., their employees, agents, sponsors or assignees or dependents against any and all claims, liabilities, damages and expenses (including attorneys fees and litigation fees) incurred by my participation arising in whole or in part out of my activities herein.
- As a Live at Lakeview vendor, I understand and agree that the Live at Lakeview Summer Music Series, and On Course, Inc may immediately revoke any or all of my rights as a participant for violation of any of the festival rules, regulations, policies, procedures, guidelines, fee schedules and/or operations of the festival.
- By signing below, I acknowledge that the information submitted on this application for participation in the 2016 Live at Lakeview Summer Music Series is true and correct. By signing below I also acknowledge that I have read and understand the rules, regulations, policies, procedures, guidelines, application, fee schedules and operations outlined in this application package and that all information included in this application package are part of this contract, cannot be modified except in writing and with the express consent of and signed by On Course Events.

Signature of Applicant

Date