



Saturday, June 7, 2025 • 10 AM - 4 PM • Plaza Park, Oxnard, CA

June 2025

Dear Vendor,

Thank you for your interest in the **5th Annual Oxnard Insect Festival**, scheduled for **Saturday, June 7, 2025 at Oxnard's Plaza Park**. We invite you to join us, whether you are one of our returning vendors or a new vendor. Please act promptly to guarantee your place as booth space is assigned on a first-come, first-served basis.

We are looking for food vendors, of both edible insects and the more standard fare; arts/crafts vendors; and commercial booths. For your convenience, an application packet is attached and includes the following, depending on your stated area of interest:

- Event Rules and Regulations
- Insect Vendor Application (both food and non-food)
- W-9

Applications and full payment must be received no later than Friday, April 18, 2025 for all food vendors. Early submissions are encouraged: we reserve the right to deny duplicate vendors as we work to create a well-balanced event. This also allows us to better promote the festival, as well as create an accurate festival map which attendees will use to find you.

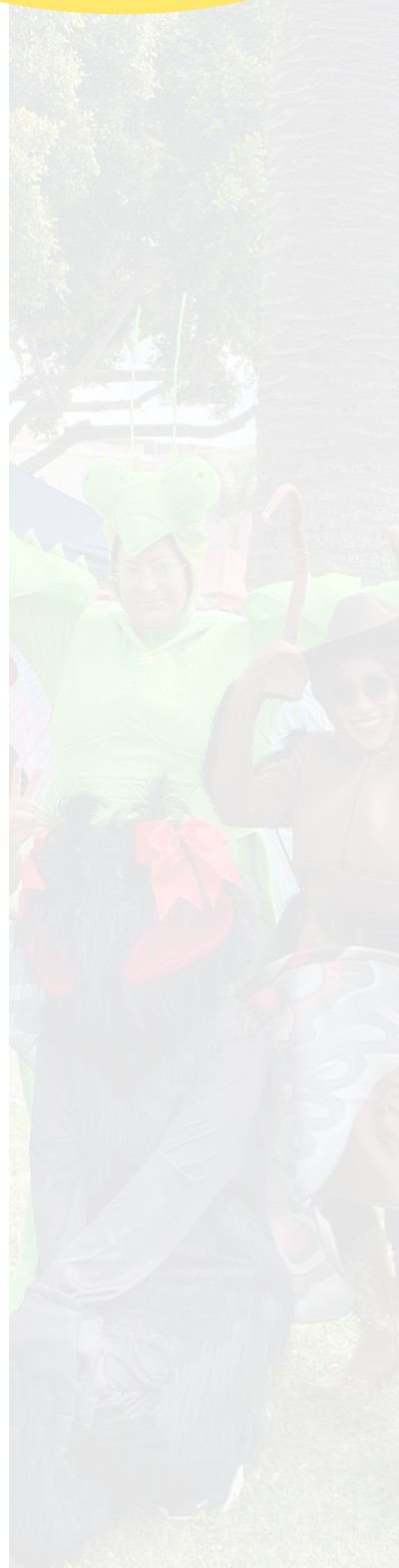
Our 2024 Oxnard Insect Festival attracted about 10,500 visitors. We recognize that you, whether you are selling food, arts, crafts, or promoting your business, help the public gain a better understanding about the role insects have in our world, are crucial to our success. We look forward to working with you to make this year's event an even bigger achievement.

For further information, you may contact me via email at yolanda.pina@oxnard.org or by calling the City of Oxnard Recreation office at (805) 385-7995 or cellphone (805) 377-5820.

Sincerely,

Yolanda Piña

Cultural & Recreation Services Analyst





VENDOR APPLICATION

Saturday, June 7, 2025 • 10 AM - 4 PM
Plaza Park, Oxnard, CA

Application due by April 18, 2025

FOR STAFF USE ONLY:

Date Received: _____

Payment Received: _____

Approved: _____

Space #: _____

BUSINESS AND CONTACT INFORMATION

Business/Organization/Booth Name: _____

Contact Person: _____ Day of Event Contact: _____

Telephone Number: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

VENDOR FEES

Food Vendors

	PRICE PER SPACE	QTY	TOTAL
Food Booth (TFF-1)			
10x10 space	\$250	_____	_____
10x20 space	\$300	_____	_____

Food Booth (TFF-2)

10x10 space	\$200	_____	_____
10x20 space	\$250	_____	_____

Cottage Food Operator (CFO)

10x10 space	\$175	_____	_____
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Mobile Food Facility (MFF1)

Cart	\$200	_____	_____
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Mobile Food Facility (MFF 2-4)

Truck	\$300	_____	_____
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MFF Type (Check One): _____ Vehicle License Plate #: _____

☐ 1 ☐ 2 ☐ 3 ☐ 4

VCEHD Annual Permit #: _____ Truck Length: _____

Additional Food Vendor Fees & Options

Electricity (per 20 amp hookup)	\$40	_____	_____
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Cleaning Deposit - REQUIRED for TFF1

(per space)	\$100	_____	_____
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Ventura County Environmental Health Department (VCEHD)

Permits - If you are an annual permit holder with the VCEHD, the following fees are not required. Fees are per booth/space, NOT per vendor. Please make check payable to VCEHD, but submit with this application.

	QTY	TOTAL
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TFF-1: \$137 per space	_____	_____
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TFF-2: \$73.00 per space	_____	_____
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- Military DD214 are exempt from payment. Please submit copy of your DD214 along with application.
- VCEHD #: _____
Please submit a copy of your annual Health Permit.

***FEES and COPY of "VCEHD Annual Permit" are REQUIRED and MUST be received by the application deadline in order to meet VCEHD requirements.**

Non-Food Vendors

	PRICE PER SPACE	QTY	TOTAL
Arts & Crafts Vendor			
10x10 space	\$150	_____	_____
10x20 space	\$200	_____	_____

Commercial Vendor

10x10 space	\$300	_____	_____
10x10 space	\$350	_____	_____

Federal or Non-Profit ID
#: _____

Additional Non-Food Vendor Fees

Electricity (per 20 amp hookup)	\$40	_____	_____
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Description (provide a how your booth will incorporate the use of bugs)

PAYMENT

Payment is due upon submission of application.

Vendor Space(s) \$ _____

Electricity \$ _____

Cleaning Deposit(s)* \$ _____

TOTAL: \$ _____

*Cleaning deposits are refundable.

Please make checks payable to:

City of Oxnard
ATTN: Yolanda Piña
305 West Third Street, 1st Floor
Oxnard, CA 93030

TFF1= TEMPORARY FOOD FACILITY TYPE 1 OPERATOR - OPEN AND/OR POTENTIALLY HAZARDOUS FOOD, INCLUDING OPEN SAMPLING.

TFF2= TEMPORARY FOOD FACILITY TYPE 2 OPERATOR - FOR PREPACKAGED, NON-POTENTIALLY HAZARDOUS FOOD/BEVERAGE AND/OR WHOLE, UN CUT PRODUCE WITH NO OPEN SAMPLING.

CFO= COTTAGE FOOD OPERATOR - AN INDIVIDUAL WHO OPERATES A COTTAGE FOOD OPERATION IN HIS OR HERS PRIVATE HOME. FOOD IS MADE FROM AN APPROVED VCEHD HOME KITCHEN.

MFF= MOBILE FOOD FACILITY - A VEHICLE, USED IN CONJUNCTION WITH A COMMISSARY, OR OTHER PERMANENT FOOD FACILITY UPON WHICH FOOD IS SOLD OR DISTRIBUTED AT RETAIL. EACH

MFF MUST OBTAIN AND DISPLAY A VALID HEALTH PERMIT TO OPERATE IN VENTURA COUNTY.

VENDOR ACKNOWLEDGMENTS

City of Oxnard will provide vendors a large trash container and a recycle drum container for grease disposal.
Reminder: All food vendors are required to contact the Ventura County Environmental Health Department (805) 654-2431 for a permit application.

- 1. I have mailed a check payable to "City of Oxnard" with my application. _____
- 2. I acknowledge this is a "Rain or Shine" event. Fees will not be refunded due to a vendor's decision not to participate because of weather conditions. _____
- 3. I have a separate check payable to Ventura County Environmental Health Division. _____
- 4. I agree to be respectful to patrons and participants. _____
- 5. I agree to arrive NO LATER than: 8:00 a.m. (Non-Food Vendors), 7:30 a.m. (Food Vendors) and leave NO EARLIER than 4:00 pm. _____
- 6. I acknowledge that vendors are responsible for bringing their own **heavy-duty UL approved extension cords, tables, chairs, and canopy.** _____
- 7. I acknowledge that NO REFUNDS will be issued after this application is submitted. _____
- 8. I agree to keep the booth area clean. _____
- 9. I have a separate check for the cleaning deposit, payable to City of Oxnard. I understand that this check will be deposited. _____
- 10. Cleaning deposit will be refunded after the event, I understand it can take 4-6 weeks to process refund checks. _____
- 11. I acknowledge that food vendors are responsible for bringing their own **fire extinguisher K.** _____
- 12. I will display a professionally printed menu with prices. _____
- 13. Are you bringing your own three-compartment sink? ☐ Yes ☐ No

Reminder: All food vendors without an annual license must complete a Ventura County Environmental Health Department Temporary Food Facility (TFF) application (<https://vcrma.org/temporary-food-facilities-at-community-events>). Completed TFF applications and fees must be submitted to the City with the vendor application. All food vendors must submit the vendor application, TFF application, and payment to the City by **April 18, 2025**.

City of Oxnard adopted Ordinance No. 3022 which prohibits the distribution of expanded polystyrene Styrofoam food containers and products at restaurants, grocery stores, convenience stores, mobile food trucks/vehicles/food vendors, street and sidewalk vendors, and outdoor food sales and other businesses. The Ordinance took effect on February 16, 2023.

WAIVER OF LIABILITY & INDEMNITY

In consideration for being permitted to participate in the Oxnard Insect Festival, I hereby waive, release and discharge any and all claims for damages for personal injury, death, or property damage which may occur as a result of participation in this activity. This release is intended to discharge in advance, The Oxnard Insect Festival, City of Oxnard, Oxnard PAL, its officers and volunteers, sponsors, contractors and agents from any liability arising out of, or connected in any way with, my participation in this activity, even though that liability may not arise out of the negligence or carelessness on the part of the persons and entities mentioned above. I agree for myself, my heirs, administrators, executors and assigns, that I shall indemnify and hold harmless the persons and entities mentioned above and their respective elected and appointed officers, volunteers, official agents, and employees from any and all claims, demands, actions, or suits arising out of or in connection with my participation in the activity.

I have read the "Waiver of Liability" and the vendor information included with this application form and agree to the terms and conditions as outlined for this activity.

Participant Signature: _____ Date: _____

Your application will be reviewed and if approved you will receive an email of acceptance.

Please submit this application along with fees to:

Recreation & Community Services Office, 305 West Third Street (1st Floor), Oxnard, CA 93030

You may also email this application to: **oxnardrec@oxnard.org**

But application is not complete without payment and Annual Permit as REQUIRED.

Questions or concerns? Please contact us at: (805) 385-7995 or oxnardrec@oxnard.org