

BURBANK



TOURNAMENT OF ROSES

BURBANK TOURNAMENT OF ROSES ASSOCIATION

Mailing Address:
P.O. Box 373
Burbank, CA 91503-0373
(818) 840-0060
www.burbankrosefloat.com

Float Construction & Decoration Site:
Burbank Water and Power
123 W. Olive Avenue
Burbank, CA 91502

To: Prospective Craft Faire Vendors
For: Burbank Tournament of Roses Association
7th Annual Open House & Craft Faire
When: Saturday, October 3, 2015 11:00a.m. – 4:00p.m.

Attached are forms to be completed if you wish to reserve a table at the 7th Annual Open House & Craft Faire sponsored by the Burbank Tournament of Roses Association.

RESERVATION FORM: Please fill out all items and be sure to include a description (or picture) of your merchandise or crafts to be sold. The table fee is \$55.00 for regular & \$65.00 for an end table. Tables are assigned on a 1st come 1st served basis. For those interested in reserving 2 tables, the cost will be \$95.00.

CITY OF BURBANK APPLICATION FORM: The City of Burbank requires all vendors to have an Itinerant license for the day. Itinerant license fee is \$13.55 for Saturday.

If you know of any Craft Vendors that might be interested in selling that day please have them contact me. The cut-off date for reservations is September 16, 2015. Please feel free to give me a call should you have any questions. I can be reached at 818-497-0882.

We look forward to seeing you at our Craft Faire,

Cindy Symons
Open House & Craft Faire Coordinator

Open House & Craft Faire – October 3, 2015

Vendor Agreement/Contract

FEE— \$55.00 for regular & \$65.00 for an end table. In exchange for your fee, BTORA, allots you the use of one 30”x96” covered table & 2 chairs for selling your merchandise. No more than 2 people per table selling. Space is limited, racks, etc. need approval. Reservations must be made Prior to or by September 16, 2015 and must be accompanied by the proper fees and forms. Make your checks payable to BTORA.

SET – UP

- * Set up time 9:30am – 11:00am
- * Sale time 11:00am - 4:00pm

FLYERS – Will be available to you upon receipt of your completed reservation forms and fees.

ADVERTISING – Will include local newspaper, internet, radio, TV, posters in local businesses, outside banners, etc.

DONATIONS – If you wish, you may donate something toward our opportunity raffle. You will receive a tax-deductible receipt.

FOOD –Enola’s Krispy Kettle Korn will be offering fresh on-site popped kettle corn.

IMPORTANT – You will be responsible for collecting your own sales tax. You will hold BTORA harmless for any and all lost, stolen or damaged articles sold or displayed during the day of the event. After you have unloaded your car, please use the Metro Link parking lot
All Parking for this event will be in the Metro Link parking lot.

FOR YOUR INFORMATION

The City of Burbank requires an “Itinerant Merchant License” for every merchant conducting business for a profit at our location. The cost is \$13.55 per day per merchant and is non-refundable after September 16,2015. A blank form is enclosed. This form **MUST** be completed and returned with your reservation form and fees. We will obtain the necessary license and permit for you. Note: A change in the City of Burbank policy, makes it mandatory for vendors who already have a City of Burbank business license to obtain an Itinerant Merchant License for the event. License may not be individually obtained.

We are a non-profit organization and are allowed to raise funds in any manner. We are not required to obtain any license, nor can we obtain one blank license to cover everyone.

RESERVATION AGREEMENT/CONTRACT FORM

TABLE CHOICE

Vendor/ Crafter

Address

City, Zip Code

Area Code/Phone Number

_____ **Regular Table - \$68.30**

_____ **End Table - \$78.30**

_____ **2 x Table - \$108.55**

***RETURN RESERVATION / AGREEMENT FORM, BUSINESS LICENSE FORM,
RESERVATION FEE AND BUSINESS LICENSE FEE PAYABLE TO:***

BURBANK TOURNAMENT OF ROSES ASSOCIATION (BTORA)

Mail To: Cindy Symons

2364 N. Reese Place

Burbank, CA. 91504

Must be received by: September 16, 2015

DESCRIBE YOUR CRAFT BELOW OR SUBMIT A PICTURE

This helps with our advertising

**I agree to abide by the terms set forth on my agreement/contract
for the BTORA "Open House & Craft Faire" on
Saturday, October 3, 2015.**

Vendor/ Crafter Signature



City of Burbank
 Community Development Department – Building Division
 150 North Third Street / 818-238-5280 / www.burbankca.gov
BUSINESS APPLICATION

Mail and Make Checks Payable to:
 City of Burbank
 Building Division
 P.O. Box 6459
 Burbank, CA 91510-6459

PLEASE PRINT ALL INFORMATION

Date of Application: _____

Type of Permit: Entertainment Itinerant Merchant Daily Food Peddler

Name of Event: BURBANK TOURNAMENT OF ROSES CRAFT FAIRE

Address of Event: 123 W. OLIVE AVENUE, BURBANK, CA 91502

Date/s of Event: OCTOBER 3, 2015

Business Name: (for Daily Food Peddler use Individual's Name) _____

For Daily Food Peddler – Food Items to be Sold: _____

Mailing Address: _____

Corporate Name: _____

Business Phone: () Business FAX: ()

Email Address: _____ Web Address: _____

Contact Person Name: _____ Contact Person Phone: ()

Contact Person Email Address: _____

Type of Ownership: Corporation LLC Partnership Sole Ownership Trust Other: _____

Social Security or Federal ID Number: _____

Owners, Partners or Corporate Officers (attach additional sheets if needed)

Name: _____	Title: _____	
Home Address: _____		
Phone: ()	Driver License No.: _____	Email: _____
Name: _____	Title: _____	
Home Address: _____		
Phone: ()	Driver License No.: _____	Email: _____

I hereby certify that the information furnished in this application and the attached materials are true and correct to the best of my knowledge and belief. I understand that I may be required to submit additional information related to the proposed business before a decision can be made. I understand that this application is not proof of final approval of a license, permit, or tax certificate. This is only an application.

Applicant's Printed Name _____ **Title** _____

Applicant Signature _____ **Date** _____

Office Use Only

LICENSE FEE	\$ <u>12.55</u>	DATE PAID	_____	BASIC TAX	\$ _____
PRO-RATE	\$ _____	CLASS CODE	_____	EMPLOYEE RATE FEE	_____
PERMIT FEE	\$ _____	BUSINESS ACCT NO.	_____	_____ X \$ _____ =	\$ _____
APPLICATION FEE	\$ _____	ZONE	_____	TOTAL TAX	\$ _____
ADJUSTMENT AMT	\$ _____	NO. OF PERSONS/DOGS/VEHICLES	_____	PRO-RATE	\$ _____
GSA FEE	\$ <u>1.00</u>	LICENSE ISSUED DATE	_____	REG / TRANSFER FEE	\$ _____
TOTAL DUE	\$ <u>13.55</u>			ADJUSTMENT AMOUNT	\$ _____
				CSA FEE	\$ _____
				TOTAL DUE	\$ _____

APPROVALS	DATE	APPROVED		BY	DATE
		YES	NO		
TO PLANNING	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
TO FIRE	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
TO POLICE	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
TO HEALTH	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
TO BUILDING	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

LICENSE / CERTIFICATE ISSUED

Notes and Comments