

SURF CITY NIGHTS | HB DOWNTOWN

CERTIFIED FARMERS MARKET & STREET FAIR

TUESDAYS | 5PM – 9PM | FIRST 3 BLOCKS OF MAIN STREET IN HUNTINGTON BEACH



2022-2023 RATES – RATE PER NIGHT	PEAK	MID-PEAK	NON-PEAK
Business Service	\$110.00	\$105.00	\$100.00
Crafter	\$95.00	\$80.00	\$70.00
Farmer (8% Commission)	\$50.00	\$50.00	\$50.00
Hot Prepared Food	\$192.50	\$146.25	\$100.00
Pre-package (10% Commission)	\$75.00	\$75.00	\$75.00
Resale	\$110.00	\$95.00	\$80.00
Snack Food (15% Commission)	\$90.00	\$80.00	\$70.00

Peak Months: May, June, July, Aug & Sept | Mid-Peak: March, April, Oct & Nov | Non-Peak: December, January & February

BUSINESS TYPE

Business Service: Any products or services offered at the event that do not sell on site.

Crafter: Over 50% of your product line and/or booth display must be handcrafted/ handmade or original craft. This includes your own designs, products and or items for sale.

Farmer (8% Commission): All farmers that participate must have a Certified Producer’s Certificate (CPC) from the County Agricultural Department.

Hot Prepared Food: Plated food on site, may sell multiple items in conjunction with your approved booth and at the discretion of the Market Manager.

Pre-Packaged Foods (10% Commission): Selling of single product line only. No merging of booths. May not sell any beverages or other products. All food sampling vendors must have a trash can in front of your booth each night.

Resale: Resellers of pre-owned / pre purchased items for your booth. This includes manufacture and/or distributive products. These booths are less than 50% handmade items.

Snacks (15% Commission): May only sell items approved in your booth. If a vendor wants to sell additional items other than original items that were approved to the booth there will be an additional fee of \$10.00 per night.

MARKET REQUIREMENTS

- Previous Market Experience
- Active Social Media account
- Promotion of Surf City Nights
- Non-Competition Clause – No business entity shall offer goods or services that directly compete with HBDBID members.
- 10X10 Professional Grade White Tent
- LED Lighting, 50 Foot Extension Cord & Power Strip

VENDOR REQUIREMENTS

- California Sellers Permit
- City of Huntington Beach Business License (after 8th event)
- OC Health Permit - Temporary Food Facility Permit
- Insurance (general liability policy for a minimum of \$1,000,000.00)
- Surf City Nights Rules & Regulations (prior to start date)
- Application & Hold Harmless (prior to start date)
- This market is a monthly commitment. Vendors will receive a monthly invoice

HB DOWNTOWN

SURF CITY NIGHTS

CERTIFIED FARMERS MARKET & STREET FAIR



VENDOR RULES & REGULATIONS

This agreement is hereby made for space at the Surf City Nights for the purpose of exhibition and sale of products indicated in agreement to abide by all the following terms and conditions of this document. Surf City Nights shall not be responsible or liable for any injury or loss that may arise or come to the vendor or his/her employees or goods, for any cause whatsoever. Vendor relieves the sponsor and the property owners of all responsibility in connection with the safekeeping of property during the fair.

Surf City Nights Certified Farmers Market and Street Fair takes place year round on Tuesday nights in Downtown Huntington Beach adjacent to the iconic Huntington Beach Pier. The first three blocks Main Street closes down to traffic and opens up for fun!

We feature the only certified farmers' Market in Huntington Beach, specialty foods, unique crafters, business services, community booths and live music.

Our HB Downtown businesses roll out the red carpet for our locals and visitors alike with Surf City Nights Specials.

VENDOR TYPES

Business Service

Local organization or business looking to promote themselves at the Market. No direct selling allowed.

Farmers

Certificate California farmers. All farmers that participate must have a Certified Producer's Certificate (CPC) from the County Agricultural Department.

Hot Prepared Food

Plated food prepared on site. All food related vendors with required Orange County Health Department regulations.

Original Crafters

Over 50% of your product line and/or booth display must be handcrafted/ handmade. This includes your own designs, products and or items for sale.

Pre Packaged Foods

Food sold must be presented in a pre-package, sealed vessel. All food related vendors with required Orange County Health Department regulations.

Resell

Resellers of pre-owned/ pre-purchased items for your booth. This includes manufacture and/or distributive products. These booths are less than 50% handmade items.

Snack Foods

Hand held snack food prepared on site. All food related vendors with required Orange County Health Department regulations.

SURF CITY NIGHTS

CERTIFIED FARMERS MARKET & STREET FAIR



VENDOR RULES & REGULATIONS

APPLICATION PROCESS REQUIREMENTS

There will be a one time, new application processing fee of \$10.00 for new vendors applying for Surf City Nights. The following documents must be provided in their entirety:

- Vendor Application
- Signed Surf City Nights Rules & Regulations Agreement which includes: Non-Compete Form – No vendor shall offer goods or services that directly compete with Huntington Beach Downtown Business Improvement District (HBDBID) members
- Surf City Nights Agreement and Hold Harmless
- Copy of CA Seller's Permit
- Copy of City of Huntington Beach Business License (Vendor is required to have a business license after participating in the event eight times.)
- Copy of Insurance Policy

REQUIREMENTS ON EVENT DAYS

- CA Seller's Permit (must be available in booth)
- Insurance Policy (must be available in booth)
- City of Huntington Beach Business License (must be available in booth)
- Link: [City of Huntington Beach Business License](#)
- OC Health Permit and Temporary Food Facilities (TFF) – (must be available in booth)
- Link: [OC Health](#)
- Once approved, vendor may not change product lines without permission.
- If products are changed, vendor must complete a new application for review
- No items with foul language, or sexual content will be allowed.

Market INDEMNIFICATION

Insurance - All vendors are required to have a general liability policy for a minimum of \$1,000,000.00 you will need to indemnify and hold harmless.

Use the following wording:

Huntington Beach Downtown Business Improvement District is named as additional insured and is in favor of a waiver of subrogation endorsement where required by written contract. Insurance is primary and noncontributory.

315 3rd Street Suite E, Huntington Beach, CA 92648

Office: 714.536.8300

NON-COMPETE CLAUSE

- No business entity shall offer goods or services that directly compete with HBDBID members.

SURF CITY NIGHTS

CERTIFIED FARMERS MARKET & STREET FAIR



VENDOR RULES & REGULATIONS

EXPECTATIONS

- Vendors are subject to a vendor selection process
- Vendors **MUST** list all items planning to be sold on the application
- Vendors may not sublet their space to anyone else without written permission
- Event staff reserves the right to deny vendor participation on the day of the event and reserves the right to make booth location adjustments in the best interest of the event

VENDOR CODE OF CONDUCT

- Practice patience and understanding towards all.
- Demonstrate sensitivities to people of all ages, ethnicities, and diversities.
- Treat customers and non-customers with courtesy, respect, and honesty.
- Assist other vendors whenever possible.
- Treat Market staff, volunteers and other vendors with respect and understanding.
- Notify Market manager immediately of any unsafe conditions.
- Resolve conflicts in an unobtrusive manner.
- Do not treat persons in a manner that is rough, menacing, vulgar, profane, or abusive.
- Practice safe behavior at all times, including while driving, loading and unloading.
- No vendor may be under the influence of illegal drugs or alcohol at any time.
- All products for sell must be safe, have a decent life expectancy and exhibit quality

PAYMENT

- An invoice for payment for your monthly booth fees will be emailed the last full week of the month prior. Payment must be made immediately.
- CA Farmers Market Tax, \$2.00 fee, will be included in your months fee as an additional line item
- Accepted payments are online ACH, Credit Card, or in person cashier's checks
- We do not accept cash or personal checks / business checks for payments.
- A \$50.00 fee will be applied for overdue payments. A \$25.00 fee will be added for NSF or closed accounts

ABSENCES

- You must notify the Market manager by noon on Monday at if you will not be at the Market on Tuesday. Failure to do so will result in a \$25.00 fine.
Email: events@hbdowntown.com
- A no call / no show will result in a \$50.00 fine. You will be considered a no show at 4:45pm
- You will receive 1 reimbursement credit per quarter for absences, if call out procedure is followed
- Any extended absences must be approved by management with a minimum of 2 weeks' notice. All Surf City Night vendors are based on a monthly commitment. Any extended absence require a payment of booth fees to hold your booth space. You may also forfeit your booth space and reapply to the Market upon return. Acceptance is based on booth availability

SURF CITY NIGHTS

CERTIFIED FARMERS MARKET & STREET FAIR



VENDOR RULES & REGULATIONS

MARKET CLOSURES

- The Market will close on major Holidays and you will receive prior notice
- In the instance of inclement weather, the Event Manager will decide whether or not to cancel the street fair by 12pm, **the day of the event**. If participant chooses not to participate due to weather, this will be counted against a paid event day. A rain credit will be given if event is canceled by the Event Manager only.
- Cancellations notices will be made by email and then posted to our website and social media accounts. Facebook & Instagram: HBdowntownUSA

LOAD IN

- The Market is clear of cars and ready to load in by 3:00pm. You should not arrive in the Market space prior to 2:30pm
- No double parking while the street is being cleared
- When driving through the Market space you must drive slowly and with flashers on
- You must back into your space to unload, then park, then return to set up. Do not set up your booth while your car is still on the street
- Your vehicle must be off the street by 4:30 pm
- Any violations can result in: Written warning, fine, or termination from venue without refund of any type

LOAD OUT

- Tear down your booth and tent prior to bringing your vehicle into the Market. You must back into your space to load allowing other vehicles to enter the Market and room for emergency vehicles
- Your space must be left clean. Do not leave trash, food, water, grease, ashes, etc., in street gutters, storm drains, lots or parking areas. If you have a spill, contact the Market Manager immediately
- Vendors may not dispose of anything, including ice or water, in any storm drains or gutters
- Vendors are responsible for removing all trash. Do not leave boxes next to city trash cans

PARKING

- You may find street parking or you can park in the City parking lot located at 200 Main Street, enter at 3rd Street and Olive. You can purchase a \$2.00 validation sticker from the Market Manager
- Only oversized vehicles who have been given permission may park in oversized spaces with correct signage
- The City of Huntington Beach also offers annual parking passes

SURF CITY NIGHTS

CERTIFIED FARMERS MARKET & STREET FAIR



VENDOR RULES & REGULATIONS

EQUIPMENT

CANOPY REQUIREMENTS

- Commercial grade 10 x 10 white canopy either new or in new condition lacking marks and tears
- Vendors may purchase the desired event canopy at the HBDBID special rate
- Action Sports Canopies - Phone: 949-525-6394
- Email: tack@actionsportscanopies.com
- White tents are immediately available. Printed tents take 7-10 days, call ahead to make an order
- Branded tents that are more than 75% white will be considered, and subject to approval if the branding is complimentary to the esthetic and branding of the Market
- Canopy must have straight legs (not splayed or angled out)
- Canopy must have attachable walls to brand, hang banners and product, and block the wind
- Canopy must have weights for security against the wind

LIGHTING REQUIREMENTS

- 6 (max) LED lights
- 50' extension cord & power strip
- The only power we provide is for lighting. If you require extra power, you will need to provide your own generator

BOOTH DISPLAY

- You must remain in your assigned 10 x 10 space. If you exceed your space, you must get the Market Manager's approval and pay additional charges
- No product in the front, side, or on the sidewalk behind your booth
- Your display must be neat and clean, and boxes stored under tables
- Commercial tent must be kept clean and free of tears. Tablecloths need to be free of tears and fading
- Business sign or banner is required for your booth
- No signs (A-Frames / Easel) outside of your 10 x 10 space
- No cardboard signs
- All food sampling booths require a trash can set up at the front of your booth
- Surf City Nights reserves the right to unannounced audits of compliance and the right to withdrawal of any item from display or for sale
- Surf City Nights continues to improve the quality and appearance of its fair. Any booth not holding up to the Surf City Nights guidelines/standards will be given a written warning. If items stated in the warning are not corrected, the vendor will not be allowed back to the Market. We are a specialized Market with a cohesive appearance.

HB DOWNTOWN

SURF CITY NIGHTS

CERTIFIED FARMERS MARKET & STREET FAIR



VENDOR RULES & REGULATIONS

All contact information as signed will be used for the sole purpose of communication between Surf City Nights, the HBDBID and the listed vendor. It is the applicant's responsibility to contact the HBDBID office for any changes, alterations or amendments to original application.

This agreement is hereby made for space at the Surf City Nights for the purpose of exhibition and sale of products indicated in agreement to abide by all the following terms and conditions of this document. Surf City Nights shall not be responsible or liable for any injury or loss that may arise or come to the vendor or his/her employees or goods, for any cause whatsoever. Vendor relieves the sponsor and the property owners of all responsibility in connection with the safekeeping of property during the fair.

By signing below, I have read and understand the requirements and expectations outlined in the rules and regulations for Surf City Nights.

Business Name

Printed Name of Authorized Representative

Signature of Authorized Representative

Date

Rev 6/2023