

The City of San Clemente requires event participants to follow protocols designed to protect public safety. Our ability to present large, public events depends on all participants following the City's guidelines. *Thank you for your compliance.*

Vendor Booth Guidelines

- 1. Vendor booths not selling a retail product must have a game or activity.**
- 2. Your space is 10'x10'.** Do not spread out beyond your 10x10 footprint. You are responsible to supply all tents, tables, chairs, lighting, signage and set-up/tear-down.
- 3. Pop-up tents and canopies must be weighted down on all four corners.** Your pop-up tent back legs must be touching the street curb.
- 4. NO electrical power is provided.** You may NOT plug into the tree outlets or draw power from a business. This is a strict City rule that, if violated, will prohibit you from participating in future events.
- 5. All lighting & decor must be LED and battery powered.** A small, quiet generator is fine, as long as it does not emit fumes. (GAS GENERATORS ARE NOT ALLOWED.) Portable battery power stations or small generators can be rented inexpensively.
- 6. Highly recommended:** Leave the top canvas cover off of your easy-up (weather permitting), and just use the framing so that more light can enter your booth. This creates a more aesthetic and open event venue and doesn't block visibility of Del Mar businesses.
- 7. NO amplified sound without a special permit.** Only vendors with an Amplified Sound Approval from the SCDBA that is contained in the SC City Special Event Permit are permitted to amplify sound or music from their space.
- 8. NO cooking is allowed.** Prepackaged food only without a special food prep designation. NO styrofoam products may be used. You are responsible for securing your OC Health TFF permit if you are selling/giving away food or drinks. See page 3 of this packet. (Contact us to get special designation for food prep/truck.)
- 9. Nothing may be hung or posted on trees or lightposts.**
- 10. Glitz is a rain or shine event.** No refunds or credits are issued.
- 11. Booth location & entry placard** will be emailed to you 48 hours before the event and marked on the curb. You must arrive with your "Vendor Entry Placard" which contains 2 critical bits of information: Your booth number & the Avenida Del Mar address of your booth location. Make sure you arrive with this info!
- 12. Event-Day Assistance.** Your Block Captain will be available for assistance from 2:00pm, or stop at the SCDBA booth in the Ola Vista intersection (in front of Surfers Outlet) for assistance.
- 13. ALL booths must have all required licenses and permits** completed 2 weeks prior to the event or risk having their registration cancelled. See page 3 of this packet.

NOTE: Brick & mortar businesses on Avenida Del Mar who wish to use the sidewalk space in front of their business are not required to purchase a vendor booth, but we ask that you let us know so that we can reserve your space during planning. Food permitting still applies. Thank you!

(Continued...)



Puttin' on the Glitz

at Santa's Village by the Sea

VENDOR GUIDELINES

2:00pm Arrival & Load-In

IMPORTANT: KNOW YOUR BOOTH NUMBER & DEL MAR LOCATION ADDRESS!

2:00–2:30pm: Vendors arrive and go straight to booth locations. Unpack as quickly as possible and repark your car outside of the venue. Block Captain will check you in at your booth.

"Vendor Entry Placard" will be emailed to you 48 hours before the event. Email will contain your booth number and the address on Avenida Del Mar where your booth is located. **Example: Booth #43, 216 Avenida Del Mar.** Have this information with you when you arrive, otherwise you will be driving around searching for your spot. Make sure any vendors you hire to work at your booth (photographers, etc.) know this info also.

Display your "Vendor Entry Placard" when you arrive. Street will be closed to normal traffic. You'll need it to get past the barricades.

Please enter the venue at the closest entry to your booth location. The street is filled with event workers. The fewer cars driving thru, the safer for everyone.

3:15pm: All vendor support vehicles must be off the street. We recommend you unload onto the sidewalk, park your car, then return to set-up. Vehicles cannot stay parked next to your booth. Your space will be forfeited if you have not arrived by 3:15pm.

4:00pm: Event begins with Santa Claus' arrival down Ave Del Mar (starting at the top)

8:30pm Teardown begins. Event Concludes.

No vendor vehicles allowed on Ave Del Mar until 9:30pm for safety reasons. This is a Sheriff's Dept. requirement, you will be ticketed for entering the venue earlier than 9:30pm. Show your "Vendor Entry Placard" to get past barricades. **DO NOT PRESSURE THE BARRICADE ATTENDANTS TO LET YOU IN EARLY!**

Waste or wastewater may NOT be dumped in drains or gutters. This includes water and ice from coolers and ice chests. No styrofoam is allowed at the event. Trash, food debris or residue, and any other waste must be removed at the conclusion of the event or you will be charged a clean-up fee.

10:30pm: Barricades removed and streets are open to traffic. All of your items and tent must be off the street by then. Your vehicle can remain but must be parked in a normal parking spot.

Required Licensing (SEE "REQUIRED VENDOR LICENSING & FOOD PERMITS" DOCUMENT)

San Clemente Business License Requirements

All retail and professional services vendors must have a current City of San Clemente Business License. Out-of-town businesses must purchase a 1-day (\$24) San Clemente license. Non-profits must submit the 1-day form, but fees are waived when federal, valid non-profit EIN number is submitted.

OC Health Food Permit

Every booth selling or giving away food and/or beverage products must have a OCHCA TFF permit. This also applies to non-profit organizations and clubs. You are required to apply for and pay for your permit 2 weeks prior to the event. OC Health Dept may require you pay in person in Santa Ana. See page 3 for details.

Follow us on Instagram: @sanclementedowntown
Share your experience on social media by using #scglitz

Questions? Email: info@scdba.org

We thank you for joining the fun and we wish you a great night!



Puttin' on the Glitz

at Santa's Village by the Sea

**REQUIRED
VENDOR LICENSING
& FOOD PERMITS**

We're so happy you'll be joining the Glitz as a vendor!

Please be aware that certain permits and licensing are REQUIRED for vendors to participate. Booth registrations will be cancelled—and fees forfeited—if proper documentation is not submitted to info@scglitz.com at least 2 weeks prior to the event.

First, what type of booth vendor are you? RV, FV, NP, or SC

Checkmark denotes the type of documentation, permit or license required.

*ANY type of booth selling or giving out food or drink items needs an OC Health TFF permit.

RV Retail or Professional Services Vendors* (no food/drinks)
✓ San Clemente business license number (annual or 1-day out-of-town)

NP Non-Profits* (with federal non-profit status, no food/drinks)
✓ Your federal non-profit EIN#00-0000000
✓ San Clemente 1-day out-of-town license. Send form only. Fee is waived.

SC San Clemente School Clubs or Sports Teams* (no food/drinks)
✓ Your club website URL or Instagram handle

FV Food Vendors or ANY booth selling or giving food/drink items
✓ SC business license number (annual or 1-day out-of-town)
✓ OC Health Department License (TFF or MFF for booths)

San Clemente Business Licensing:

Tel Melynda (949)361-6166

Email businesslicense@san-clemente.org

Walk-In 910 Calle Negocio San Clemente

Web san-clemente.org/departments-services/business-services/business-license

RV NP FV

1. Traditional Annual SC Business License (for San Clemente-based businesses)

OR

2. Special 1-Day SC Business License - \$24 (see following page) (for out-of-town businesses only) (Fee is waived for NPs)

FV FOOD & DRINK VENDORS (even pre-packaged food)

TFF Permit (Temporary Food Facilities). Prepackaged food, no cooking or food prep is taking place. This is the only type of food booth permitted at a Glitz vendor space.

TFF info here: <https://ohealthinfo.com/about-hca/public-health-services/environmental-health-services/food/food-safety-programs/food>

FOR PRE-APPROVED FOOD VENDORS ONLY:

MFF Permit (Mobile Food Facilities). This is when food prep is taking place in a larger area than a vendor booth.

MFF info here: <https://ohealthinfo.com/about-hca/public-health-services/environmental-health-services/food/food-safety-programs-0>

**Email questions to:
info@scdba.org**

Thank you for participating.
We're looking forward to a fun and festive night!

*The Glitz host SCDBA is a 501(c)(6) non-profit, your registration may be tax deductible. Consult your advisor.
SCDBA EIN# 33-0529293.*

FILL OUT THIS FORM. SEND IT WITH A CHECK PAYABLE TO 'CITY OF SAN CLEMENTE' TO THE CALLE NEGOCIO ADDRESS. FEDERAL REGISTERED NON-PROFITS MAY INCLUDE THEIR VALID EIN NUMBER FOR FEE TO BE WAIVED.



OUT-OF-CITY BUSINESS

CITY OF SAN CLEMENTE
 BUSINESS LICENSE APPLICATION
 910 CALLE NEGOCIO
 SAN CLEMENTE, CA 92673

PLEASE CONTACT THE BUSINESS LICENSE OFFICE FOR FILING INSTRUCTIONS AT:
Phone (949) 361-6166
businesslicense@san-clemente.org

GENERAL INFORMATION (All fields must be filled in. If one field does not apply, write "N/A")

Business Name:		Business Phone No.:	
Owner/Entity:		Owners Phone No.:	
Website Address		Email Address:	
Business Address: Street:	City:	State:	ZIP:
Mailing Address: Street:	City:	State:	ZIP:
Type of Ownership: <input type="checkbox"/> Sole Ownership <input type="checkbox"/> Partnership <input type="checkbox"/> LLP <input type="checkbox"/> Corporation <input type="checkbox"/> LLC			
Today's Date:		San Clemente Start Date:	
Type of Business (Be Specific):			
California State License Number(s):		Contractor's: Other:	
FEIN or SSN:		Sellers Permit # (Resale #):	

ACKNOWLEDGMENT TO BE COMPLETED BY APPLICANT

I, the undersigned, understand that before I can operate my business in San Clemente, the business must comply with all applicable City Municipal Codes and regulations completely and must obtain all necessary Federal, State and local permits.

Signature: _____ Date: _____ Print Name: _____

FEE SCHEDULE

\$24 fee for 1-Day Out-of-Town
 San Clemente Business License for 'GLITZ' event.

FEDERAL NON-PROFIT EIN # (when applicable): _ _ - _ _ _ _ _ _ _

FOR OFFICE USE ONLY

Business No.:		Received By:		Date Received:	
Business Tax: \$	Processing Fee: \$	Penalty Fee: \$	Total Due: \$		
Notes:					