



SAN CLEMENTE CAR SHOW

Hosted by the San Clemente Downtown Business Association
web: scdba.org/carshow | email: info@scdba.org

VENDOR EVENT INFORMATION

IMPORTANT: Know your vendor number!

You will be given a map, street address and vendor number. You will see your vendor number on blue tape on the curb. Center your booth on the blue tape, back tent legs against the curb. You must set-up in your designated vendor spot.

After unloading, relocate your vehicle to a public parking lot or street parking. Vehicles cannot stay parked next to your booth. Exit the venue near to your booth, do not drive thru the venue.

Our Vendor Manager will visit your booth location to check you in and answer questions.

8:30am - All vendor vehicles must be cleared. For safety reasons, if your space is still vacant at 8:00am without representation, it will be forfeited. There are spectators who arrive early and the street will be filling up, so all vendor vehicles have to be cleared. No refunds for forfeited spaces.

9:00am - All booths and/or food trucks ready for the public

10:00am - Event begins with the USMC Color Guard presentation

2:45pm - Begin breaking down and packing up

IMPORTANT: There is NO early departure before 3:00pm. The street is full of pedestrians. You must wait for the Sheriff to clear and re-open the street to allow the show cars to egress.

3:00pm - Event ends, you may move your booth items to the sidewalk as you pack up.

4:00pm - Barricades are removed and streets are open to general public and traffic. All vendor booths & trailers must be off the streets or may be towed.

Additional Information:

- The City requires a 20' clearance in the center of the street at all times for emergency vehicle access
- All items are to be contained within your 10x10 space—no spreading out
- Your pop-up tent back legs must be touching the street curb
- All four corners of tent legs must be weighted down in case of sudden wind—public safety is critical
- There is no available electricity and plugging into a store's outlet or a street outlet and running an extension cord is prohibited. This firm rule will be monitored. A quiet, NON-GAS generator is OK.
- No amplified sound is allowed
- NO COOKING IS ALLOWED. All food must be prepackaged. (Exception: food trucks and those with special permission.)
- No styrofoam is allowed per City regulation. No dumping into street drains
- Trash, food debris, residue, and other waste must be removed at the conclusion of the event. If not, you will be charged a clean-up fee.

IMPORTANT: Appropriate permits and licensing is REQUIRED.

- Non-Profit EIN #
- San Clemente Business License or 1-Day (\$24) Out-of-Town SC Biz License (businesslicense@san-clemente.org)
- OC Health temporary food facility permit for any food sales or food trucks



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WHAT VENDOR LICENSES & PERMITS ARE REQUIRED?

How to contact City of San Clemente Business Licensing:

Phone
Melynda (949) 361-6166

Email
businesslicense@san-clemente.org

Walk-In
910 Calle Negocio,
San Clemente, CA 92673

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

If you did not supply this information during the online registration, please email your required current license # to info@scdba.org:

NP Non-Profit Organizations:

- ✓ Your federal non-profit EIN#

RV Retail & Professional Services Vendors

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

OR

- ✓ Special 1-Day SC Business License - \$24 (for non-San Clemente businesses only)

FV Food Vendors or ANY vendor selling or giving away food items

- ✓ SC Business License (either SC annual or 1-day out-of-town)
- ✓ OC Health Department License (either TFF for booths)

Your registration may be tax deductible.

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

Follow us on Facebook & Instagram @sccarshow

Email questions to: info@scdba.org

Thank you for participating. We're looking forward to a great event!

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

In addition to a San Clemente annual or 1-day out-of-town business license, vendors selling food or drinks (even pre-packaged food) must obtain a permit from the OC Health Department.

You must supply one of these two types of OC Health permits:

TFF Permit required for food booths, also known as Temporary Food Facilities (TFF). When no cooking or food prep is taking place. This is the only type of food booth permitted.

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

OR

MFF Permit required for carts and trucks, also referred to as Mobil Food Facilities (MFF). This is when food prep is taking place, only food trucks would be in this category.

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



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 |
|--|
| <h2>San Clemente Car Show Vendor</h2> <h3>\$24 1-Day Out-of-Town San Clemente Business Permit</h3> |

| FOR OFFICE USE ONLY | | | |
|---------------------|-----------------------|--------------------|-------------------------|
| Business No.: | | Received By: | Date Received: |
| Business Tax: \$ | Processing Fee: \$ | Penalty Fee: \$ | Total Due: \$ |
| Notes: | | | |