



VENDOR APPLICATION

Howl-O-Ween 2026

Saturday, October 24, 2026 | 10:00 am to 12:00 pm
Mission Oaks Dog Park, 5501 Mission Oaks Blvd., Camarillo
DEADLINE: September 18, 2026

Applications will be reviewed for pre-approval prior to requesting insurance requirements and collecting Vendor fees. Approval of this application is not guaranteed upon submission, it is at the discretion of the District based on the following:

1. Vendor category; based on description of goods and services offered.
2. Meets District business operations and insurance requirements.
3. Does not exceed maximum number of Vendors allowed per event, or per Vendor category.

Applicant Information		
Business/Organization Name:		
Returning Vendor: ☐ Yes, I have been a PVRPD vendor ☐ No, first time vendor with PVRPD		
Contact Name:		
Title:		
Address:		
City:	State:	Zip:
Email:		
Website:		
Day Phone:	Cell Phone:	

Vendor Information	
Type of Vendor: ☐ Business ☐ Business ☐ Organization ☐ Food Truck (must have MFF permit) ☐ Individual or Non-Profit ☐ Home-based business ☐ Government agency ☐ 501c3 organization	
Description of Services or Merchandise Being Sold:	
Fees: ☐ \$100 Business Vendor Booth/Space Number of spaces _____ (\$100 per space) ☐ \$50 Individual or Non-Profit Vendor Booth/Space ☐ \$25 Late Fee (September 19 – September 2) Total \$ _____ <i>Fees will not be charged until the application, insurance, or any additional information is received and approved.</i>	General Notes: 1. Booth spaces are approximately 10 x 10 ft. but can vary per event and indoor/outdoor spaces. 2. Electricity hookups not included - special arrangements or exceptions may be made based on event type. 3. Vendors are responsible for providing their own canopy, table, and chairs.

VENDOR AGREEMENT

AUTHORIZED SIGNATURE REQUIRED TO COMPLETE APPLICATION

I, the undersigned, and on behalf of all members, employees, volunteers, and all other persons associated with the referenced business or organization, am voluntarily participating in Pleasant Valley Recreation & Park District events. I understand that such participation does not establish or imply an employer-employee or an agency relationship with Pleasant Valley Recreation & Park District. Pleasant Valley Recreation & Park District does not provide any insurance coverage of any kind, for any event participant. Pleasant Valley Recreation & Park District strongly recommends that appropriate insurance be obtained by each participant. I, the undersigned, in consideration of the request and permission to participate in Pleasant Valley Recreation & Park District events.

I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity. This release is intended to discharge in advance the District (including its officers, employees, volunteers, and agents) from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of active or passive negligence or carelessness on the part of the persons or entities mentioned above.

It is further agreed that this waiver, release, and assumption of risk is to be binding on my heirs, administrators, executors, and assigns and that I shall indemnify and hold the District (including its officers, employees, volunteers, and agents) free and harmless from any loss, liability, damage, cost, or expense which may arise out of or connected in any way with my participation in said activity. Additionally, I fully understand that my participation in the above-referenced activity exposes me to the risk of personal injury, death, communicable diseases, illnesses, viruses, and/or property damage. I hereby acknowledge that I am voluntarily participating in this activity and agree to assume any such risks.

I hereby grant Pleasant Valley Recreation & Park District at its discretion and free of charge, permission to use videos, still photography, likenesses, images, media, and/or voice recordings of myself participating in District sponsored recreation programs for the purpose of publicizing or promoting said programs.

I hereby agree to the following:

1. Vendors must comply with all Local, State, County and Federal health and safety guidelines.
2. All Vendor fees collected are non-refundable. In the event of inclement or extreme weather conditions, the District may cancel, close, or move this event to an indoor facility and fees collected may be credited to a future event at the District's discretion.
3. The District will not accept any responsibility for goods presumed to be damaged due to inclement weather. The Vendor accepts this responsibility upon set-up.
4. Provide all items necessary for your booth to include canopy, table, and chairs.
5. All canopy legs must be properly secured, either staked into turf or adequately weighted on concrete.
6. Vendors must advertise that they will be attending our event on their social media and/or website.
7. Artists/Craft vendors must submit photos of goods that will be offered for sale.
8. Goods and services offered for sale must be handmade or commercially purchased.
9. Space assignments will only be provided upon check-in, the day of the event.
10. Vendors must arrive promptly at their assigned arrival time.
11. Vendor must staff their booth for the entirety of the event.
12. The District reserves the right to exclude any participant on the day of the event.
13. Pets in or around booths are not permitted unless special arrangements have been made or the event is pet-related.
14. Smoking/Vaping of any substance is prohibited on all District properties.
15. Vendor must leave assigned spaces in their original condition; all waste must be disposed of properly

I understand that Pleasant Valley Recreation & Park District reserves the right to approve or reject any application. I further agree to abide by all terms and conditions as outlined in the vendor agreement. I, the undersigned, realize that all fees are non-refundable.

Print Name

Signature

Date



Pleasant Valley Recreation & Park District Liability Insurance Requirements

Pleasant Valley Recreation & Park District requires evidence of insurance coverage documents prior to participation in a District event.

1. **Certificate of Insurance / Additional Insured:**

- **Vendor booths** must have a minimum of \$1,000,000 per occurrence, \$2,000,000 aggregate general liability insurance coverage.
- **Food Trucks and Entertainment Vendors** must have a minimum of \$2,000,000 per occurrence \$4,000,000 aggregate general liability insurance coverage.

Pleasant Valley Recreation & Park District must be named as additional insured. A current certificate of insurance (COI) and additional insured endorsement document must be submitted. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this event/location or the general aggregate limit shall be twice the required occurrence limit. **A certificate of insurance is NOT sufficient without an additional insured endorsement.**

The following must be typed in the “Description of Operations” section:

- "Pleasant Valley Recreation and Park District, its elected and appointed officials, agents, volunteers, and employees are listed as an Additional Insured."
- Name of event
- Date of the event (if multiple dates, list them all)
- Location of event

The following must be typed in the “Certificate Holder” section:

**Pleasant Valley Recreation & Park District
1605 E. Burnley St.
Camarillo, CA 93010**

The Additional Insured Endorsement must include the following (a *Blanket Endorsement* is NOT sufficient):

- Policy number (must match the COI policy number)
- "This endorsement changes the policy"
- Name of Additional Insured Person(s) or Organization(s) in the Schedule Box must read "Pleasant Valley Recreation and Park District, its elected and appointed officials, agents, volunteers, and employees."

Notice of Cancellation- A cancellation clause must state the following:

- "Should any of the above-described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named."

2. **Automobile Liability:** Vendors owning or using commercial vehicles must provide proof of commercial auto insurance of no less than \$1,000,000 per accident for bodily injury or property damage.
3. **Workers' Compensation:** As required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease. If you are a home business or workers compensation does not apply for your business, a signed "Workers Compensation Exemption Certification" is required.
4. **Primary and Noncontributory Endorsement**
5. **Waiver of Subrogation Endorsement**

PVRPD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. Coverage limits listed above are to be considered minimum coverage, PVRPD reserves the right to require higher limits and additional coverages at its discretion. If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, PVRPD requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to PVRPD.

Application Submission Checklist

Submit all required information to:

Pleasant Valley Recreation & Park District
1605 E. Burnley St., Camarillo, CA 93010

Attn: Special Events

Or

email specialevents@pvrpd.org

Subject Line: Howl-O-Ween Vendor Application

Application Deadline: September 18, 2026

Incomplete applications will not be accepted.

Upon review and approval, an email will be sent to the email listed on the application. Insurance requirements will be requested if the application is approved. Insurance certificates and endorsements are due to the Pleasant Valley Recreation & Park District within 14 business days of vendor application approval.

Art & Craft Vendors:

☐ Include photos of items wishing to sell with vendor application (*sample of items, not all items are required*)

Food Vendors:

☐ Include MFF permit copy with vendor application

Non-Profits:

☐ Include 501(c)3 Letter of Determination with vendor application

For questions, please contact Sam Silveira at 805-482-1996 x 116 or ssilveira@pvrpd.org