



## 2023-2024 DAILY RENTAL PROCESS

- 1. Arrive by 6:45 am at the Alumni Box Office** No need to book in advance, just show up!
- 2. Complete Standby Application** Copies available upon arrival or for download at [www.codaastreetfair.com](http://www.codaastreetfair.com) under the rental info tab
- 3. Applications Collected** In preparation for a lottery style drawing and once attendance is taken you will be called to the window based on your lottery number to receive a space for the day. Only one member per family or business group may draw a number. \*If there are 10 or less merchants, management may opt to forgo the lottery.
- 4. When Called to Window, You Must Present:**
  - **California Resale Permit** A copy of the merchant's valid permit with the business address designated as: 43-500 Monterey Avenue, Palm Desert, California 92260 DO NOT LIST THIS AS YOUR MAILING ADDRESS! The Board of Equalization can be contacted at 760-770-4828.
  - **Liability Insurance** The policy must name College of the Desert and COD Alumni Association as additional insured. YOU MUST BRING A COPY FOR US TO KEEP EACH DAY. Alternatively, liability insurance may be purchased at The Street Fair for \$10.00 per day.
- 5. Space is Assigned** All stand-by merchants are considered temporary merchants and, receive a random selling space assignment. Your lottery number does not determine location. Stand-by merchants have no claim to any particular selling space assignment on a repeat basis and may not request certain spaces. Management will make decisions on where merchants are placed at their sole discretion. You may not return to the window to request a different space once you have been given your assignment.
- 6. Pay Rental Fee** Rental Fee is \$100/day. The daily fees include a \$2.00 City of Palm Desert open-air seller's fee. If you need to buy daily insurance, your total will be \$95 for the day.
- 7. Go to Assigned Space** After a space is assigned, merchants should bring their vehicle in to unload and move it to merchant assigned parking before 8 am. If your assigned space can accommodate your vehicle, you may park it behind your setup. All cars parked in The Street Fair must be covered on all sides.

**Booth Sharing:** Sharing of any space is not permitted. Please do not approach any regular monthly merchant or other stand-by merchant asking to share their space. If anyone is observed selling from an unauthorized space, they will be permanently terminated from selling at The Street Fair.

**Food Merchants:** No food or produce merchants will be allowed in on stand-by.

**Massage Merchants:** Must present all necessary permits and licenses

**Rules and Regulations:** It is the merchant's responsibility to ask for a copy of and to follow The Street Fair Rules and Regulations at all times. Acceptance of a space is an agreement to follow all rules and regulations set forth by management at all times.

**\*Management reserves the right to limit items sold by merchandise selection. Stand-by merchants who are not awarded a selling space may not work on the same day in a monthly merchant's booth. Monthly merchants may purchase a standby space at management's discretion.**