



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 Daily Rental Application** Copies available upon arrival or for download at 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. *Management may opt to forgo the lottery, based on number of daily vendors.
- 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. We no longer offer a daily insurance option; you must get your own policy ahead of time and BRING A COPY FOR US TO KEEP EACH DAY. Daily Policies can be purchased ahead of time directly through Shahinian for \$20/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
- 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 have a car cover.

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 on a daily rental basis unless prior authorization is made by Street Fair Manager. Please email at least 1 month in advance to see if we have room and can get you on our health permit.

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.