



# 2023-2024 MONTHLY APPLICATION PROCESS



1. **Submit Online Application** Applications can be found online at [codaastreetfair.com](http://codaastreetfair.com) under the rental info tab. Please read the Rules and Regulations before submitting application.
2. **Email Supplemental Documents to [jchapman@collegeofthedesert.edu](mailto:jchapman@collegeofthedesert.edu)**
  - **Copy of Driver's License**
  - **Seller's Permit from the California State Board of Equalization** A copy of the Vendor'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.
  - **County Health Certificate** Farmer's Market and Food Vendors who do not fall under our health permit only.
  - **Agricultural Permit** Produce and Nursery Vendors only.
  - **Copy of Partnership Agreement, Corporate Articles of Incorporation and DBA** If applicable
3. **Submit Application Fee of \$40** An invoice will be sent and due upon receipt.
4. **Your Application is Complete!**
5. **Application will be reviewed** Please allow up to 2 weeks for your application to be processed. If accepted, your acceptance letter will be sent out with further details.
6. **Submit Liability Insurance** Once Accepted, all Vendors must provide the Alumni Association with a Certificate of Insurance with a minimum one million dollars (\$1,000,000) policy of liability insurance naming both **College of the Desert** and **College of the Desert Alumni Association** as additional insured, before participation is granted at The Street Fair. The Certificate of insurance must be kept current at all times. **Should a Vendor's liability insurance lapse the vendor may not participate until we have a valid copy on file**
7. **Return Indemnity Agreements** These are sent out with acceptance letters and must be returned before participation at the market. The Vendor release is to be filled out and signed by the Vendor. The Agent release is to be filled out and returned by any employees of the booth that are not the booth owner.
8. **Pay Rental Fee** If starting mid-month, the monthly fee is prorated, and the next month's rent is due by the 1<sup>st</sup> day of that month.