



2024-2025 DAILY RENTAL PROCESS

Daily bookings will be done in advance only, please follow the steps below to make your advanced daily booking! Please note that applications for each weekend are not processed until the Wednesday prior to the requested participation date as assignments are based on weekly attendance and we do not have information until that time.

1. Complete Daily Rental Application and email over additional documents by Wednesday at 5pm before the weekend you wish to participate! Applications are not considered complete and will not be processed without all documents. All documents can be sent to jchapman@collegeofthedesert.edu

-Application Applications can be found online at codaastreetfair.com under the rental info tab. Please read the Rules and Regulations before submitting the application.

-California Resale Permit A copy of the vendor's valid permit with the business address designated as: 43-500 Monterey Avenue, Palm Desert, California 92260 The Board of Equalization can be contacted at 760-770- 4828.

-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. We no longer offer a daily insurance option; you must get your own policy ahead of time. Daily Policies can be purchased ahead of time directly through Shahinian for \$20/day. A link to the form can be found under the rental info tab at codaastreetfair.com

- Food Vendors: Please apply at least 1 month in advance. We have limited availability for food booths and will try to accommodate if we have room in our food section as well as on our health permit.

2. Invoice will be emailed and must be paid by 5pm on Thursday of the weekend prior to your selling date. All spaces are 20x20. If you require more space, you can purchase additional spaces based on availability. Please indicate this in your email with your additional documents.

-Rental Fee: \$100/day during October- November and \$120/ day during January to March

3. Space will be assigned by Friday evening

4. Day of Event you will report to your assigned space by 7am and be setup by 8am! If you need assistance on the day of the event, you can call 442-234-3084 beginning at 6:15am.

-Once payment has been made for an event, there are no refunds or transfers of payment for another date for any reason.

- If you have an emergency on the day of the event, a member of staff can be reached at 442-234-3084 beginning at 6am.