



2024-2025 MONTHLY APPLICATION PROCESS

- 1. Submit Online Application** Applications can be found online at codaastreetfair.com under the rental info tab. Please read the Rules and Regulations before submitting the application.
- 2. Email Supplemental Documents to jchapman@collegeofthedesert.edu** Applications are not considered complete and will not be processed without all documents.
 - **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.
 - **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** If applying at initial deadline, application fees will be assessed June 1 and due June 15. If applying after initial deadline fee will be assessed once processed and due upon receipt.
- 4. Your Application is Complete! If accepted,** your acceptance letter will be sent out. If applying after the initial deadline, please allow up to 2 weeks for application processing.
- 5. 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**
- 6. 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.
- 7. Pay Rental Fee** If starting mid-month, the monthly fee will be prorated if you pay the next full months rent at the same time, otherwise the daily fee will apply until the next full month. Rent is due on the 15th of the month prior each month.