



Vendor Invitation Letter

January 1, 2020

Dear Vendor,

You are cordially invited to participate in the 34th Annual Ojai Wine Festival, sponsored by the Rotary Club of Ojai West Foundation on Sunday, June 14, 2020 at Lake Casitas Recreation Area Event Site. This event will be open to the public from 12:00 pm to 4:00 pm with VIP early admission at 11:00 am. Last year we had a record-breaking attendance of 3,700 people and are expecting up to 4000 this year.

We welcome artists and craftspeople as well as gourmet food vendors to exhibit and sell their merchandise. **Space is limited to 20 booths**, so please complete the enclosed application and attach a photo of your craft or booth display and send in your application with payment and insurance certificate by the deadline, **April 1st**. Please make sure to tell us what products you sell. *An invitation is not a confirmation of your vendor booth space.* We jury our vendors and do our best to prevent duplication of products or services being sold. All vendors are juried first then a confirmation letter will be sent to those accepted to have a vendor booth.

Last year our vendor booth spaces sold out by March 15th so please get your application in early if you want to be a vendor at the Ojai Wine Festival. Please return your application and a check for the \$300 participation fee as soon as possible. If you do not make your payment or turn in your insurance certificate by April 1st, you will lose your booth space and we will offer it to a vendor on the waiting list. **You cannot show up on event day unpaid and expect to receive a booth space. There are no refunds for confirmed, paid vendor spaces.** The deadline to turn in your application is April 1st, 2020 but we may have filled all our booth spaces before that date. We will select applicants upon receipt of the application and the fee. You will be contacted for confirmation no later than April 1st, 2020. Final instructions for set-up will be emailed out in May. Vendors who are not selected will have their payments sent back to them.

Our event insurance requires that all vendors must provide a certificate of liability insurance in the amount of \$1,000,000 liability and \$2,000,000 aggregate naming the Rotary Club of Ojai West Foundation Inc. and the Ojai Wine Festival PO Box 1501 Ojai, CA 93024 as additionally insured. Please send this proof of insurance certificate in with your application. You will also be required to sign an indemnification hold harmless contract which is part of the vendor application form.

As a benefit of being a craft vendor at the Ojai Wine Festival you are listed on our website and in our Event Guide that is an insert in the Ventura County Star News. For publication we need the following:

1. Company Name you want listed
2. Website address link
3. Short description/list of what you will be selling

The vendor booth fee includes **up to three** individuals per vendor space but does not include participation in the tasting at the event. We are offering vendors a discounted General Admission price of \$50. General Admission includes unlimited wine and beer tastings in the main tasting area and a souvenir crystal wine glass. This is a savings of \$15 per ticket based on the \$65 admission price on event day. You are allowed up to 3 of these discounted tickets per booth.

We are looking for donations for the Ojai Wine Festival's Silent Auction. We hope you will consider donating.

Benefits of donating to our Silent Auction:

1. It is a great way to advertise your company's products or craft items.
2. Align your brand with the many esteemed charitable projects of the Rotary Club of Ojai West Foundation, Inc. - a 501(c)(3) non-profit organization (EIN#20-0606432) and contribute to our key fundraiser. Your donation is tax deductible.
3. Your Silent Auction item is listed:
 - in the Event Guide's Silent Auction pages with credit to your company
 - on [OjaiWineFestival.com](https://ojaiwinefestival.com)'s silent auction page with your website or Facebook link.

Thank you for your interest in the Ojai Wine Festival. This is a 501(c)3 fundraising event with proceeds going toward community projects and internationally that benefit youth, education and women and children's health. For more information about our Rotary Club and Foundation please visit <https://portal.clubrunner.ca/2844>.

Please send all documents and insurance certificates to:
Balance Health Center
In Care of: Kathy Doubleday
236 W Ojai Ave. Ste. #201
Ojai, CA 93023

Please call me at (805) 633-0980 or email me at vendors@ojaiwinefestival.com with any questions or concerns you may have.

Sincerely,
Kathy Doubleday
Vendor Coordinator
Ojai Wine Festival
(805) 633-0980
vendors@ojaiwinefestival.com.