



VillageFest Application Steps:

1. Obtain an application, either by visiting www.villagefest.org or by visiting the VillageFest Office at 401 S. Pavilion Way, 9:00 a.m. – 5:00 p.m., Monday – Thursday.
2. Complete the application. This includes all items on the Process Checklist. Drawings or diagrams will not be accepted for booth photos. All food applicants must be pre-approved by the Department of Health in Palm Springs.
3. Turn in the application, either by mail or in person to the VillageFest Office.
4. Once your completed application is received and reviewed, you will be scheduled to meet with the VillageFest Board. They meet at 3:30 p.m. every 2nd and 4th Tuesday of every month (except August). The meetings are held at City Hall, which is located at 3200 E. Tahquitz Canyon Way. Your application will be copied and mailed out to the board members prior to the meeting. To allow time for this, we must have your application no later than 14 days prior to the meeting.
5. Attend the meeting with samples of your work. The Board may ask questions and then vote on approval.
6. If approved, it is your responsibility to call the VillageFest Office the following day to reserve a space at the orientation meeting. Orientation takes place the following week, at 11:00 a.m. on Wednesday. The orientation will be held at the VillageFest Office, this is a group meeting. You will let us know when you'd like to start, and at this time pay your business license, insurance, and rental fees. Prices are listed in the back of the Rules & Regulations book. We will not have your space number when you attend since we will not know each vendor's start date. On the Thursday you are starting, you will receive a phone call telling you your space number.

Happy Vending!



Company Name:

VillageFest Application Process Checklist

- Letter of Intent:** Give a brief summary/history of your business. Should include anticipated status (year round or seasonal booth), duration of attendance, frequency of shows. **{Applies to all applicants}**
- Marketing for Merchandising Products** (such as brochures, rack cards, business cards, etc). **{Applies to all applicants}**
- Photos of Items Being Made** Detailed photos showing the creation process with 1) photos of raw material 2) photos of work in process [at least 5] for each item requesting approval of 3) photos of finished product. You may also provide video or a live demonstration of the creation of your product at the board meeting. **If adequate number of photos is not met, application process will be delayed. {Applies to Arts & Crafts applicants}**
- Photo of Booth Layout with Business Name Sign** Please provide a photo containing a mock-up of what your booth will look like. Drawings will not be accepted. **{Applies to all applicants}**
- Receipts for Raw Materials** used to make items. **{Applies to Arts & Crafts applicants}**
- \$30 Non-Refundable Application Fee**, also include copy of Driver's License or Government Issued Identification. **{Applies to all applicants}**
- Completed and Signed Application.** **{Applies to all applicants}**
- Please submit a sample of your music, to be played at Board Meeting.** **{Applies to Entertainment applicants}**
- Have the Department of Health sign off on 2nd page of application.** **{Applies to Farmers Market and Prepared Food applicants}**