

## 2011-2012 SRP CHECKLIST & OFFICE INFORMATION

- Complete Special Recreation Application & Permit form with an **original signature**. SRP application submitted to the El Centro Field Office **180 days prior** to the 1<sup>st</sup> vending date.
- Copy of a **valid drivers license** and/or identification card for all employees involved in the business. Copy of the vehicle **registration**, and vehicle **insurance** policy.
- Signed and completed **Operations Plan**.  
Retain a copy of the Vendor Stipulations (Appendix A). Provide the Business license, Insurance expiration and the CA BOE Seller's Permit number.
- Complete Vendor **Update/Change Form**.  
Include each vending location and the associated vending dates.
- Complete **Vendor Vehicle Sheet**, list commercial vehicles and camping vehicles separately.
- Complete **list of products** and/or services to be sold, such as a food menu and/or clothing graphics.
- Pay **appropriate fees** for vending days (Minimum of \$100.00). Please see the online fee schedule or the FY12 general information letter for the appropriate fees.
- Copy of the Certificate of **Insurance**.  
Business Liability Insurance (auto insurance will not be accepted).  
List the: U.S. Dept. of Interior, BLM as **Additional Insured**.
- Copy of Imperial County **Business License (must be from Imperial County)**.
- Copy of Seller's Permit from the California Board of Equalization. The Sellers Permit needs to show a **sub-location** at the Imperial Sand Dunes or BLM managed lands in Imperial County.
- Copy of Septic Haulers permit/documentation to dump commercial waste within Imperial County (e.g. Westmorland city permit).
- Copy of the Imperial County Environmental Health Services **Food Permit or Septic Hauler Permit**.

### NON-BLM PERMIT OFFICE INFORMATION:

#### **Business License:**

Imperial County Tax Collector  
940 W Main ST STE 106  
El Centro, CA 92243-2864  
760-482-4301

#### **Food & Septic Hauler Permits:**

Imperial County  
Environmental Health Services  
797 Main ST STE B  
El Centro, CA 92243-2842  
760-336-8530

#### **ISDRA Permit**

Bureau of Land Management  
El Centro, CA 92243-9661  
760-337-4400

Obtain purchase info at: <http://www.ca.blm.gov/elcentro>

#### **Sellers Permits:**

California Board of Equalization  
1550 W Main ST  
El Centro, CA 92243-2105  
760-352-3431

1-800-400-7115 (Sacramento) <http://www.boe.ca.gov>

## 2011/2012 ADDITIONAL INFORMATION

Once the vendor SRP is approved, **all vendors must** submit updates throughout the season on the following documents:

- Complete Vendor **Update/Change Form**.  
Include each vending location and the associated vending dates.
- Copy of the vehicle **registration**, and vehicle **insurance** policy.
- Copy of the **Certificate of Insurance**. List U.S. Dept. of Interior, BLM as **Additional Insured**.
- Copy of Imperial County **Business License**.
- Copy of the Imperial County Environmental Health **Food Permit or Septic Hauler Permit**.

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### IMPORTANT REMINDERS:

The ISDRA Non-Holiday Weekends start at noon Thursday and end at noon Monday. Business may not conduct business between noon Monday and noon Thursday in the ISDRA, with the exception of the Long Term Gecko Vendor Pad and holidays.

The commercial use fees apply to any day or part of a day that commercial activity occurs (e.g., setup, tear down, selling, providing services, advertising).

All food vendors are required to have their units removed from BLM lands at least every 5 days for proper cleaning. It is the vendor's responsibility to check with the local health department for current rules and regulations.

Vendors conduct business at their own risk and are expected to know and understand the Vendor Permit Special Stipulations each season. In addition, vendors are responsible for ensuring their permits are received and approved.

The BLM will closely monitor the vendor areas during the 2011-12 season. If you are found in violation of any of the rules/regulations/stipulations you may receive a citation and/or suspension or revocation of your permit.