

## 2009/2010 SRP CHECKLIST & OFFICE INFORMATION

- Complete Special Recreation Application & Permit form with an **original signature** submitted to the El Centro Field Office **14 days prior** to the 1<sup>st</sup> vending date.
- Copy of a **valid driver's license** and/or identification card for all employees involved in the business. Copy of the vehicle **insurance** policy (if roving).
- Signed and completed **Vendor Supplemental Information Form**. Retain a copy of the Vendor Stipulations (Appendix A). List the Business license and Insurance expiration and the CA BOE Seller's Permit number.
- Complete Vendor **Update/Change Form**. Include one vending location and the associated vending dates.
- Complete **Vendor Vehicle Sheet**.
- 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 \$95.00). Please see the online fee schedule or the 2009-2010 general information letter for the appropriate fees.
- Copy of the Certificate of **Insurance**. Business Liability Insurance: Minimum - \$600,000 per annual aggregate, \$300,000 per occurrence 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 Seller's 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 1  
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:**

World Wide Environmental Products (WEP)  
Bureau of Land Management (BLM)  
Call: 1-800-832-7664  
Purchase permit: [www.imperialsanddunes.net](http://www.imperialsanddunes.net)

#### **Sellers Permits:**

California Board of Equalization  
1550 W Main ST  
El Centro, CA 92243-2105  
760-352-3431  
1-800-400-7115 (Sacramento) [www.boe.ca.gov](http://www.boe.ca.gov)

BLM El Centro Field Office . 1661 S 4<sup>th</sup> Street . El Centro, CA 92243-4561

<http://www.blm.gov/ca/st/en/fo/elcentro.html>

## 2009/2010 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 **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. Vendors 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 2009/10 season. If you are found in violation of any of the rules/regulations you may receive a citation in addition to the following administrative penalties:

- ◆ **1<sup>st</sup> offense:** Written warning for non-compliance of SRP Stipulations and Rules/Regulations.
- ◆ **2<sup>nd</sup> offense:** Permit suspended from date of violation through the next holiday period.
- ◆ **3<sup>rd</sup> offense:** SRP revoked for the remainder of the season.
- ◆ **4<sup>th</sup> offense:** Any business or business owner caught vending after their SRP has been revoked or suspended will not be approved to vend for the next 3 years or more within the ISDRA or any other area managed by the El Centro Field Office.