



VillageFest Application Steps:

1. Obtain an application, either by visiting www.villagefest.org or by visiting the VillageFest office at 401 S. Pavilion Way, M-Th, 9-5.
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.
4. Once your completed application is received and reviewed, you will be scheduled to meet with the VillageFest Board. They meet every 2nd and 4th Tuesday of every month (except August) at 3:30PM. They will be meeting at City Hall located at 3200 E. Tahquitz Canyon Way. Your application will be copied and mailed out to the board members prior to the meeting. We must have your application no later than 14 days before the meeting to allow time for this.
5. Attend the meeting with samples of your work. The Board will ask any questions they see fit and vote on approval.
6. If approved, you will need to call the VillageFest office the following day to reserve a space at the orientation meeting. Orientations take place the following week, on Wednesdays, at 11:00 am. The orientation will be held at the VillageFest office. This again, is a group meeting. You will let us know when you'd like to start and will pay your license, insurance, and rental fees. The prices are listed in the back of the Rules & Regulations book. We will not have your space number when you attend as we will not know each vendor's start date.
7. You are called the Thursday morning that you are starting with your space number.
Happy Vending!