



Vendor Application

Fiesta La Ballona - August 27 – 29, 2010

Application Deadline: July 31, 2010

Please Print Legibly – Blue or Black Ink Only

Vendor Name _____

Contact Person(s) _____

Address _____

Phone Number Day _____ Cellular _____

E-mail Address _____

<u>Booth Activity</u>	Items will be _____ Sold _____ Given Away	
Please list 3-4	<u>Item:</u>	<u>% of Booth</u>
major items	_____	_____
	_____	_____
	_____	_____
	_____	_____

Booth Rental (includes 10'x10' tent only):

Before 07/01/10

_____ \$225 Arts & Crafts _____ \$225 Non-Profit _____ \$350 Commercial

After 06/30/10

_____ \$275 Arts & Crafts _____ \$275 Non-Profit _____ \$400 Commercial

Applications submitted after 7/31 will be accepted subject to space availability

After 07/31/10

_____ \$375 Arts & Crafts _____ \$375 Non-Profit _____ \$500 Commercial

Applications will be considered on a First-Come, First-Served basis. Incomplete applications will be returned. A returned application will be considered as received on the date the corrected/completed application is postmarked.

Detailed Schedule of Events can be found on our website: www.fiestalaballona.org

Vendor Name _____
Please Print



Public Works
Approval

Electricity

Check if applicable:

_____ Please provide electricity to my booth for Fiesta 2010 Enclosed is \$_____ with my application.

\$25.00 if paid before July 1, 2010

\$40.00 if paid AFTER June 30, 2010

The schedule of equipment must be completed in full. Any incomplete applications will not be approved until completed. The City of Culver City Public Works Department has the final authority to approve vendors needing electricity.

Electricity is available only in certain locations of the venue. A request for electricity does not guarantee that it can be provided. If it cannot, you will be notified in your booth acceptance letter.

During the Fiesta, all booths using electricity are subject to inspection by City Staff. Any vendor with equipment not on the approved list will be requested to disconnect that equipment. If the vendor fails to do so, the City of Culver City reserves the right to close the vendor booth.

<u>Description of Equipment</u> (include quantity)	<u>Voltage</u>	<u>Amps</u>	<u>Wattage</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



Tables & Chairs

Tables and chairs are now rented individually and not in sets.

Pre-order (with application)

On-site (day of event)

8' Table \$15.00
Chair (each) 5.00

8' Table \$25.00
Chair (each) 10.00

Please reserve:

_____ Table(s) @ \$15.00 = \$_____

_____ Chair(s) @ \$ 5.00 = \$_____

Total for Table/Chairs: \$_____

Vendor Name _____
Please Print

Special Request: _____
(Special Requests will be considered, and we will attempt to fulfill them on a case-by-case basis.
No guarantees are given.)

Checklist of items to be Included with the application:

- _____ Signed, completed Application (pages 1-4)
- _____ Signed Indemnity Agreement (page 5)
- _____ Photos of Merchandise for Arts & Crafts Booths (if not provided in past two years)
- _____ Proof of non-profit status (if applicable and not provided last year)
- _____ Check, ***payable to City of Culver City:***

Booth Rental	\$ _____
End Booth	\$ _____
Electricity	\$ _____
Table/Chairs	\$ _____
C.C. Business	
License Fee*	\$ _____

*due only if you do not have a valid
Culver City Business License

Total Remitted \$ _____

PLEASE MAIL COMPLETED APPLICATION AND PAYMENT IN FULL TO:

**City of Culver City
Fiesta La Ballona
4117 Overland Avenue
Culver City, CA 90230**

Please make checks payable to City of Culver City

I have read the application, Participation Rules of Fiesta, and Indemnity Agreement

Signature: _____ Date: _____

For more information, please call (310) 253-6667 or visit our website www.fiestalaballona.org

Vendor Name _____
Please Print

INDEMNIFICATION AGREEMENT -- 2010

_____ (hereinafter "Vendor") agree(s) to be solely responsible for any costs, claims, damages and expenses incurred as a result of participation in Fiesta La Ballona, sponsored by the City of Culver City and the Fiesta La Ballona Committee, to be held August 27, 28 and 29, 2010. The undersigned, on behalf of Vendor, understands the Fiesta La Ballona will be held at Veteran's Park, on the corner of Overland Avenue and Culver Boulevard, Culver City, and the vendor booth must be set up and ready to open no later than 6:30 p.m. on Friday (if applicable) and 10:30 a.m. on Saturday and Sunday. I also understand and agree for myself and on behalf of Vendor that participation is at my/our own risk and accept such risk as my/our sole responsibility. Therefore, in the event of any loss or injury sustained from participating in the aforementioned event, Vendor and all of the Vendor's participating members, employees, representatives and/or volunteers, agree to release, indemnify and hold harmless the City of Culver City, the Fiesta La Ballona Committee, it's promoters and sponsors, and/or any other municipalities or public agencies involved in the Activity and/or the officials, agents and employees of each organization for any claim, lawsuits or demands which may be brought by any person against the City of Culver City, the Fiesta La Ballona Committee, its promoters and sponsors, and/or any other municipalities or public agencies involved in the Fiesta La Ballona and/or the officials, agents and employees of each organization, based on the participation of the Vendor, and its members, employees, representatives, and/or volunteers, in the Fiesta La Ballona event.

The undersigned, on behalf of Vendor and all of the Vendor's participating members, employees, representatives and/or volunteers, give(s) permission to the City of Culver City and the Fiesta La Ballona Committee to photograph or otherwise use our likeness for use in the City of Culver City's publicity material or publications, and I/we will not seek compensation of any type or amount for such use.

The undersigned on behalf of Vendor and all of the Vendor's participating members, employees, representatives and/or volunteers, agree(s) to accept and abide by the Rules and Regulations of the City of Culver City and the Fiesta La Ballona Committee, which are considered part of this agreement.

The undersigned, on behalf of Vendor and all of the Vendor's participating members, employees, representatives and/or volunteers, acknowledges receiving a copy of the Fiesta La Ballona Participation Rules, and agrees to abide by the rules stated therein.

Applicant's Signature

Date

Co-Applicant's Signature

Date

This form must be signed by the applicant (and any co-applicant, if applicable) before participation in the Fiesta La Ballona is permitted.

Please include this signed Indemnification Agreement with your application and payment for booth fees. Mail to:

**City of Culver City
Fiesta La Ballona
4117 Overland Avenue
Culver City, CA 90230**

For more information, please call (310) 253-6667 or visit our website www.fiestalaballona.org

Fiesta La Ballona

August 27 – 29, 2010

PARTICIPATION RULES

Please read carefully:

These Rules are an integral part of the Vendor Indemnification Agreement and the Vendor Application

1. Applications are processed on a First-Come, First-Served basis. Incomplete applications will be returned unprocessed.
2. Only items approved in writing by the Fiesta La Ballona Committee may be sold or given away.
3. Fiesta is a multi-day event. Vendors are expected to occupy their booth for all days of the Festival. We do not rent for one day only. If a vendor vacates the booth early (or fails to return), their invitation to return the following year will be at the discretion of the Fiesta Committee.
4. Set up must be completed and booths ready to open by 11:00 a.m. Saturday and Sunday.
5. Any booth not occupied by 10:30 a.m. may be considered abandoned for the day. The Fiesta Committee has the right to fill said booth with a vendor on its waiting list. No refunds of any type will be issued to a vendor who has abandoned the booth. If a booth is abandoned on Saturday, participation on Sunday is at the discretion of the Fiesta Committee.
6. Booths and/or Applications cannot be assigned or transferred to other vendors, without written consent of the Fiesta La Ballona Committee. Assignees/transferees must complete the vendor application.
7. Fiesta La Ballona will make every attempt to limit the number of vendors selling similar merchandise, but will not give any one vendor an "exclusive" as to the type of merchandise sold.
8. No Refunds will be given for cancellations or for no-shows.
9. Booths cannot be closed prior to the posted closing time. If a vendor is still conducting business, the booth may remain open past the posted closing time,
10. All vendors must have a City Business License. Vendors without a City Business License can obtain a weekend event license. The fee is payable with the Vendor Application.
11. Any vendor selling merchandise must have its California resale permit available for inspection and is responsible for the collection and payment of sales tax.
12. All booth activities must stay within the confines of the booth. Activities (including signage) within the aisles are not permitted.
13. ***Arts & Crafts vendors*** must submit photographs of their crafts along with their application, if photographs have not been submitted in the past two years. If there has been a major change in the merchandise, new photographs must be submitted. At least 50% of merchandise sold by Arts & Crafts vendors must be hand-crafted by the vendor.

Fiesta La Ballona

August 27 – 29, 2010

PARTICIPATION RULES

(continued)

Please read carefully

**These Rules are an integral part of the Vendor Indemnification Agreement
and the Vendor Application**

14. ***Non-profit organizations*** must submit proof of their non-profit status. Preferred form of proof is a copy of the IRS Non-profit Determination Letter. Vendor application ***MUST*** bear the same name as the IRS substantiation.
15. ***Food vendors*** are limited to two (2) main items per booth.
16. ***Food vendors*** are requested to use recyclable or compostable products instead of Styrofoam containers and plastic drinking cups.
17. ***Fiesta La Ballona*** will provide bins for recycling and for composting food waste. Vendors are encouraged to use these bins, whenever possible.
18. Each ***food or beverage vendor*** must display a valid L.A. County health permit at all times. Health permit information will be sent after 7/15/10. The L.A. County Health Department may send a representative to inspect food and beverage booths during the operation of Fiesta. Adherence to the L.A. County Health Code is the responsibility of the vendor.
19. **Merchandise Vendors** are encouraged to find an alternate solution to the use of plastic bags.
20. Parking in the “turn around” area adjacent to the north end of the Fiesta and in the parking lot behind the Teen Center is for loading and unloading only. Parking information will be sent with booth assignments, approximately two weeks prior to the event. **Vendors are responsible for the transport of equipment and supplies to and from their booths.**
21. **Fiesta La Ballona** will provide security on the festival grounds Friday and Saturday nights. However, vendors should not leave merchandise or personal items in plain site. Neither **Fiesta La Ballona** nor the City of Culver City is liable for its safety.

For more information, please visit our website, www.fiestalaballona.org, or call (310) 253-6667