



VENDOR BOOTH APPLICATION NON-FOOD



August 23-25, 2019
Veterans Park, 4117 Overland Ave.

Please PRINT clearly. Use blue or black ink only.

BOOTH NAME		CONTACT PERSON	
ADDRESS	CITY	STATE	ZIP
CONTACT INFO	EMAIL	CELL #	OTHER #
CULVER CITY BUSINESS LICENSE #	# _____ <i>If no business license then add \$10 to application</i>	BOOTH TYPE	COMMERCIAL <input type="checkbox"/> ARTS & CRAFTS <input type="checkbox"/> NON-PROFIT <input type="checkbox"/> <i>(Please attach IRS letter)</i>
SPECIAL REQUESTS	<i>Special Requests will be considered, and we will attempt to fulfill them on a case-by-case basis. No guarantees are given.</i>		

BOOTH ACTIVITY / ITEM DESCRIPTION		TO BE SOLD?	GIVEN AWAY?	PERCENTAGE OF BOOTH
<i>Please list up to 4 major items or activities you will be offering. Arts & Crafts merchandise must be at least 50% created/crafted by vendor. Attach sample photos. NO FOOD ITEMS.</i>				%
1				%
2				%
3				%
4				%

BOOTH FEES	ARTS & CRAFTS OR NON-PROFIT	COMMERCIAL
<i>Fee includes one 10' X 10' tent only, no electricity or furniture (see "Additional Items" below).</i>		
Regular – Payment due by June 30, 2019	<input type="checkbox"/> \$275	<input type="checkbox"/> \$425
Late – Submitted after June 30, 2019 (Space is limited)	<input type="checkbox"/> \$375	<input type="checkbox"/> \$525

ADDITIONAL ITEMS & FEES	APPLICATION SUBMITTED BEFORE JUNE 30, 2019	APPLICATION SUBMITTED AFTER JUNE 30, 2019
<i>Check below to add to your booth rental. Subject to availability.</i>		
<input type="checkbox"/> Electricity – Complete "Electrical Information" box below.	<input type="checkbox"/> \$25	<input type="checkbox"/> \$50
<input type="checkbox"/> Table (8' ft) – Per table. Enter quantity & total fee.	<input type="checkbox"/> \$15 X ___ = \$ ___	<input type="checkbox"/> \$25 X ___ = \$ ___
<input type="checkbox"/> Chair – Per chair. Enter quantity & total fee.	<input type="checkbox"/> \$5 X ___ = \$ ___	<input type="checkbox"/> \$10 X ___ = \$ ___

ELECTRICAL INFORMATION		
ELECTRICITY AVAILABILITY IS LIMITED & SUBJECT TO CHANGE. <i>Power is 120V only. All details must be completed below. Maximum total amps must not exceed 20 amps for ALL equipment.</i>		
ELECTRICAL EQUIPMENT DESCRIPTION & QUANTITY	WATTS	AMPS
TOTAL AMPS – Must not exceed 20 amps!		
OFFICE USE ONLY: <input type="checkbox"/> PW APPROVAL & INITIALS _____		

FINAL CHECKLIST & TOTALS	
<input type="checkbox"/> Indemnification Agreement – See page 2	
<input type="checkbox"/> Culver City Business License Fee	\$
<input type="checkbox"/> Booth Fee	\$
<input type="checkbox"/> Electricity Fee	\$
<input type="checkbox"/> Table Fee	\$
<input type="checkbox"/> Chair Fee	\$
GRAND TOTAL	\$
Please make your check or money order payable to: City of Culver City. Send completed application to:	
City of Culver City Fiesta La Ballona – Non-Food Vendor 4117 Overland Avenue Culver City, CA 90230	
<i>Credit card customers must pay in-person at the Recreation Office at the address above.</i>	

Please call (310) 253-6650 for more information. Detailed schedule of events can be found on our website:
fiestalaballona.org

**City of Culver City
Parks, Recreation & Community Services Department**

RELEASE, ASSUMPTION OF RISK & WAIVER OF PUBLICITY RIGHTS

PRINT, SIGN & RETURN WITH APPLICATION

I attest and verify that I am physically and mentally able to participate in the Culver City Parks, Recreation and Community Services (PRCS) Programs, including, but not limited to, classes, workshops, trips, events, and other activities (collectively, "PRCS Programs"). I have consulted a licensed, trained medical doctor prior to signing this document. Furthermore, I hereby agree to hold harmless, release and forever discharge the City of Culver City, members of its elected or appointed boards or commissions, its officers, agents, volunteers and employees from any and all liability, claims or demands whatsoever which may arise as a result of 1) my use of any of the PRCS facilities; and 2) my participation in any PRCS Programs sponsored by, organized by or otherwise affiliated with the City of Culver City. This Release is intended to discharge in advance the City of Culver City, members of its elected or appointed boards or commissions, its officers, agents and employees from and against any and all liability arising out of or connected in any way with my participation in PRCS Programs, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above.

I understand that mortal or personal injury and/or property damage can occur as a result of 1) my use of any of the PRCS facilities; and my participation in any of the PRCS Programs, sponsored by, organized by or otherwise affiliated with the City of Culver City. Knowing and acknowledging these risks, nevertheless, I hereby voluntarily agree to assume those risks and to release and hold harmless the City of Culver City, members of its elected or appointed boards or commissions, its officers, agents, volunteers and employees from any and all claims or demands whatsoever which may arise as a result of those risks.

I give my permission to the City of Culver City or anyone acting on the City's behalf to photograph me as I participate in any PRCS Programs, sponsored by, organized by or otherwise affiliated with the Culver City Senior Center. Any of these photographs will become the property of the City of Culver City. I hereby agree that any of these photographs can be used by the City of Culver City for publicity and/or promotional purposes and that I will not seek compensation for such use.

I also agree to accept and abide by the rules and regulations of the City of Culver City.

I have read the above, or have had it read to me, and I understand and agree that this release, assumption of risk, and waiver of publicity rights is binding on me, my heirs, assigns, executors, administrators and any other family members acting on my behalf.

I, 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 Name (PLEASE PRINT)

Vendor Booth/Truck/Trailer Name

Applicant's Signature



Date

Co-Applicant's Signature

Date

FIESTA LA BALLONA – NON-FOOD VENDOR PARTICIPATION RULES

These rules are an integral part of the Vendor Indemnification Agreement & the Vendor Application. Please read carefully!

1. Applications are processed on a first-come, first-served basis. Incomplete applications will be returned unprocessed. No refunds will be given for cancellations or for “no-shows.”
2. Only approved items may be sold or given away and all booth activities must stay within the confines of the booth.
3. The Fiesta is a multi-day event and single-day booths are not available. Vendors are expected to occupy their booth for all three days. Closing early and/or failing to return may result in your application being rejected in the future.
4. Non-Food Booth hours of operation are:
Friday, August 23: 4:30 p.m. – 10 p.m. Saturday, August 24: 10 a.m. – 10 p.m. Sunday, August 25: 10 a.m. – 7 p.m.
Unless otherwise directed by staff, all booths must open and close at the designated time.
5. Set up must be completed and vendors ready to open by 4:30 p.m. on Friday and 10:00 a.m. on Sat/Sun. Any booth not occupied by 3:30 p.m. on Friday, or by 9:00 a.m. on Sat/Sun, may be considered abandoned for the day, after which the City reserves the right to fill any vacant booth from the vendor waiting list. No refunds of any type will be issued to a vendor who has abandoned the booth. If a booth is abandoned on any day, participation the following day is at the City's discretion.
6. Booths and/or applications cannot be assigned or transferred to other vendors, without written consent of the City. Assignees/transferees must complete their own vendor application.
7. Fiesta La Ballona will not give any vendor an “exclusive” for their merchandise and/or services. Due to the limited space available for the Festival, we reserve the right to limit the number of vendors with same or similar merchandise. Vendors are limited to one (1) booth per applicant. No double booths. **No food items. Non-food booths are exclusively for non-food items and services.**
8. Booths cannot be closed prior to the posted closing time. If a vendor is still conducting business with a customer at closing time, the booth may remain open past the posted closing time until business with that final customer is concluded.
9. All vendors must have a City Business License. Vendors without a City Business License can obtain a weekend event license. The \$10 fee is payable with the Vendor Application. Any vendor selling merchandise must have its California resale permit available for inspection and is responsible for the collection and payment of sales tax.
10. Merchandise, advertising of merchandise and/or services provided must be family-friendly with appropriate content for all ages. Hurtful, harmful, derogatory, defamatory, inappropriate, language, services, merchandise, or references are prohibited. Vendor and all representatives must adhere to the City's Bullying Free Environment Policy (Resolution #2015-R002A).
11. **Arts & Crafts vendors** must submit photographs of their crafts along with their application, including returning vendors. At least 50% of merchandise sold by Arts & Crafts vendors must be hand-crafted by the vendor. Applications submitted as “Arts and Crafts” that do not meet the criteria will be returned. Returned applications may be resubmitted as Commercial Vendors. Resubmitted applications will be deemed new applications and the postmarked date of the Commercial Application will prevail.
12. **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.
13.   Bins for recycling and for composting food waste will be provided. Vendors are encouraged to use these bins, whenever possible.
**No plastic bags or polystyrene containers (e.g. Styrofoam, PS 6).
Vendors not complying will be shut down.**
14. 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.**
15. Security will be provided on the event grounds Friday and Saturday nights. However, vendors should not leave merchandise, money or personal items in plain sight. The City of Culver City is not liable for its safety.
16. **Electricity** availability is very limited and subject to change. **A request for electricity does not guarantee that it can be provided.** If electricity cannot be provided you will be notified and refunded accordingly. Supplied electrical power is 120V only. Maximum total amps must not exceed 20 amps for ALL equipment. Vendors are responsible for their electrical devices being GFI compliant and in safe working order. All equipment will be subject to inspection. Any equipment not on the approved list will be disconnected. Failure to comply may result in the cancelation of electrical power and/or closure of the booth.