



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

## FOOD VENDOR BOOTH & TRAILER APPLICATION



A community celebration since 1951  
Music • Food • Art & Crafts • Carnival Rides

Please PRINT clearly. Use blue or black ink only.

<b>BOOTH NAME</b>		<b>CONTACT PERSON</b>	
<b>ADDRESS</b>	CITY	STATE	ZIP
<b>CONTACT INFO</b>	EMAIL	CELL #	OTHER #
<b>CULVER CITY BUSINESS LICENSE #</b>	# _____ <i>If no business license then add \$10 to application</i>	<b>SPECIAL REQUESTS</b>	

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

MENU ITEMS / DESCRIPTION	PERCENTAGE OF BOOTH	PROHIBITIONS
Please list only 2 main menu items & 3 side items (e.g. drinks, chips, etc.).		
Main Item #1	%	
Main Item #2	%	
Side Item	%	
Side Item	%	
Side Item	%	

FOOD BOOTH & TRAILER FEES	Food trailer? <input type="checkbox"/>	PRICE
Booths include one 10' X 10' tent + electricity only. See "Additional Items" below.		
<b>Regular</b> – Payment due on or before April 30, 2019.	Dimensions: _____ L x _____ W	<input type="checkbox"/> \$500
<b>Late</b> – Submitted after April 30, 2019. <i>Applications submitted after June 30 will not be accepted.</i>		<input type="checkbox"/> \$600

ADDITIONAL ITEMS & FEES	APPLICATION SUBMITTED BEFORE JUNE 30, 2017	APPLICATION SUBMITTED AFTER JUNE 30, 2017
<input type="checkbox"/> <b>End Booth</b>	<input type="checkbox"/> \$50	<input type="checkbox"/> \$75
<input type="checkbox"/> <b>Additional Space Adjacent Booth (5'X5)*</b>	<input type="checkbox"/> \$50	<input type="checkbox"/> \$75
<input type="checkbox"/> <b>Table (8' ft)</b> – Per table. Enter quantity & total fee.	<input type="checkbox"/> \$15 X _____ = \$ _____	<input type="checkbox"/> \$25 X _____ = \$ _____
<input type="checkbox"/> <b>Chair</b> – Per chair. Enter quantity & total fee.	<input type="checkbox"/> \$5 X _____ = \$ _____	<input type="checkbox"/> \$10 X _____ = \$ _____

\*Additional Space is limited to End Booths A-08, A-09 and A-15. We will assign them on a first come-first served basis. No guarantees are given.

⚡ ELECTRICAL INFORMATION ⚡		
HAVE YOUR OWN POWER? CHECK HERE <input type="checkbox"/>		
SUPPLIED ELECTRICAL POWER IS 120VOLTS ONLY. All details must be completed if you want electricity. Maximum total amps must not exceed 20 amps for ALL equipment.		
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"/> Electrical Information Completed?	
<input type="checkbox"/> Indemnification Agreement – See page 2	
<input type="checkbox"/> LA County DPH Application & Check – See page 3	
<input type="checkbox"/> Culver City Business License Fee	\$
<input type="checkbox"/> Food Booth	\$
<input type="checkbox"/> End Booth Fee	\$
<input type="checkbox"/> Additional Space Fee	\$
<input type="checkbox"/> Table Fee	\$
<input type="checkbox"/> Chair Fee	\$
<b>GRAND TOTAL</b>	<b>\$</b>
Please make your check or money order payable to: <b>City of Culver City</b> . Send completed application to:	
City of Culver City – Fiesta La Ballona Attention: Dawn Melton 4117 Overland Avenue Culver City, CA 90230	

Please call (310) 253-6645 for more information. Detailed schedule of events can be found at our website:  
[www.fiestalaballona.org](http://www.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 2) 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 – FOOD VENDOR PARTICIPATION RULES**

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

**Anyone not following the rules and or the direction given by the event staff may be asked to immediately stop selling, leave the grounds, and/or not be invited to return for future City of Culver City and/or Fiesta La Ballona events.**

1. Food Vendor Applications will be accepted beginning March 12, 2019. Early or incomplete applications will be returned unprocessed. Approval notices may be sent out starting April 2, 2019. Space is limited. Not all who apply will be accepted. The City reserves the sole right to accept or reject any vendor. **Applications submitted after June 30, 2019 may not be accepted.**
2. Food Vendors are limited to two (2) main items per booth and three (3) sides only. All side items and beverages (excluding canned soda and bottled water) must be listed as a menu item on the application for approval. Only approved items may be sold or given away and all sales must stay within the confines of the booth, trailer or truck. **Cooking oil may not be disposed of at the Fiesta. Vendors are responsible for collecting and properly disposing cooking oil offsite.**
3. All Food Vendors must display a valid L.A. County Department of Public Health (DPH) permit at all times. The L.A. County DPH 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. All food vendors **MUST** submit a completed **Community Event Temporary Food Facility Application along with a separate business check or money order for \$184.00 made payable to DHS/L.A. County. No Personal Checks allowed. For additional information please visit their site at <http://publichealth.lacounty.gov/eh/event/CommunityEvent.htm>.**

**IMPORTANT NOTE:** The L.A. County DPH requires all food vendors selling perishable food to have a commissary or you must provide proof that you purchased each morning on the day of the event. Pass-thru opening front windows must be 16"X18" inches for each window and all 4 sidewalls or side screens are required for your booth with a permitted back opening or slider to access grills and cooking equipment.

4. 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.
5. The Fiesta is a multi-day event and single-day booths are not available. Vendors are expected to occupy their booth for all days. Closing early and/or failing to return may result in your application being rejected in the future.
6. Unless otherwise directed by staff, all food vendors must open and close per the designated hours of operation below:  
**Friday 8/23: 4:30 – 10:00 p.m.                      Saturday, 8/24: 10:00 a.m. – 10:00 p.m.                      Sunday, 8/25: 10:00 a.m. – 7:00 p.m.**
7. Set up must be completed and vendors ready to open by 4:30 p.m. on Friday (if applicable) 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.
8. 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.
9. Merchandise and advertising of merchandise must be family-friendly with appropriate content for all ages. Hurtful, harmful, derogatory, defamatory, etc. language or references are prohibited. Vendor and all representatives must adhere to the City's Bullying Free Environment Policy (Resolution #2015-R002A).
10. 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 the same or similar merchandise. Food vendors will be limited to one (1) booth per applicant. **NO DOUBLE BOOTHS.**
11. No Refunds will be given for cancellations or for "no-shows."
12. All vendors must have a valid 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.
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.