



# **Lunar New Year Festival**

**February 18, 2017 11am to 5 pm**

## **VENDOR APPLICATION**

DEADLINE:

*Applications Due By Closing On The Following Dates:*

**Registration: Thursday, February 9, 2017**

Please mail or submit your complete application to

Patricia Castaneda at Artesia Park,

18750 Clarkdale Avenue, Artesia, CA 90701.

Any questions please contact Artesia Park at

(562) 860-3361 or [pcastaneda@cityofartesia.us](mailto:pcastaneda@cityofartesia.us)

# **Terms and Payment Information**

## **Application Review Process**

Applications will not be reviewed until a completed Application and ALL required attachments are submitted. Upon receipt of all documents, a staff member will perform an initial review of the submitted documentation and forward to the appropriate staff member for approval. Not providing the requested items could result in immediate denial of your Application. Upon completion of the Review Process, the applicant will be notified if the Application was approved or denied.

## **Fees**

Food Vendor Fees are required for participation in the *Lunar New Year Festival*. Please see Vendor Fees and Deadlines listed on the Application.

## **Refund Policy**

There are no refunds once an application and payment are received.

## **Booth Guidelines**

- No push pins or tacks on the booth wall.
- No packaged food products sold at the booth.
- Booths must be open for operation from 11:00am to 5:00pm.

## **Electrical Guidelines**

Vendor booth tents will be lighted and supplied with one (1) outlet to plug into. All cords and power bars must be provided by the vendor. Vendor must be mindful of the items they are using and their wattages in order to prevent breaker tripping and shut offs. See attached Electrical Guideline Examples.

## **Additional Guidelines**

The Vendor is responsible for supplying the following equipment to operate a Vendor booth:

- Electrical extension cords
- Extra tables and chairs
- Surge protectors / power bars
- Small bills & coinage to make change appropriate to vendors business.

## **Application Check List**

- City of Artesia Vendor Application
- City of Artesia Temporary Vendor Permit Application
- Copy of current City of Artesia Vendor Permit if local business.
- Non-Profit Vendors must bring a copy of 501C.



# Artesia Lunar New Year Festival

February 18, 2017 11:00 am to 5:00pm

## VENDOR APPLICATION

Business or Organization Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Company and/or items being sold: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number \_\_\_\_\_

Vendor Booth Fee:  Registration Fee \$180.00

Additional 10x10 Booth \$150.00 (Maximum of 3 Booths total for one business) Booth and walls

Non-Profit Vendor Booth Fee: \$50.00

(See attached copy of 501C Tax Exempt form.) Must submit a copy with application.

Artist Booth Fee: \$90.00

Handcrafted goods only no commercially produced goods can be sold.

Electricity Needed:  Yes  No

### Terms & Conditions:

- To reserve a Vendor booth, application and payment must be turned in to Patricia Castaneda, City of Artesia 18750 Clarkdale Avenue, Artesia, CA 90701 by **Thursday, February 9, 2017 by 8:45pm** (Check payable to City of Artesia)
- The following items listed will be provided for each Vendor Booth. 1- 10x10 carnival booth with lighting, 1 electrical outlet, (see attached electrical guidelines form), 1- 6ft. table, and 2 chairs. A Business Tax Certificate is included in booth fee.
- Vendor is responsible for all personal items.
- Booth must be open for operation from 11:00am to 3:00pm.
- See attached forms with details and guidelines for operating a Vendor booth.
- Vendor must be setup by 10:00am, and cleaned up by 6:00 pm. Vendor is responsible to leave the booth in the same condition it was found. All trash must be placed in trash bins and not left on the ground. If table, 2 chairs or canopy is missing vendor will be charged a replacement fee.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Staff Use Only: Payment Date: \_\_\_\_\_ Approved By: \_\_\_\_\_



# CITY OF ARTESIA TEMPORARY VENDOR PERMIT

BUSINESS LICENSE DEPARTMENT  
18747 CLARKDALE AVENUE, ARTESIA, CA 90701  
Phone: (562) 865-6262/Fax: (562) 865-6240

## (For Department Use Only)

Receipt No.: \_\_\_\_\_ Date Rec'd.: \_\_\_\_\_ By: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip Code

Legal Owner: \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project Address: Pioneer Blvd. between 186<sup>rd</sup> St. and 188<sup>th</sup> St.

Business Name: \_\_\_\_\_

Purpose of Temporary Use: Participation in Lunar New Year Festival

## Duration of Temporary Use

Starting Date: February 18, 2017 Ending Date: February 18, 2017

## Hours of Operation

Starting Time: 11:00 am Ending Time: 5:00 pm

Description of Items For Sale: \_\_\_\_\_

## IMPORTANT

Vendor agrees to abide by all applicable laws, ordinances, and regulations pertaining to health, fire prevention, and public safety. Vendor agrees to defend and hold harmless the City of Artesia, and its officers, agents, and employees, from and against any injury, damages, claims, actions or suites arising out of the Event, including those caused by the negligence of the parties being indemnified and/or any dangerous conditions of property of the parties being indemnified, and further agrees to defend and indemnify the City of Artesia from and against any injury, damages, claims, actions or suits arising out of, or connected with, Vendor's participation in the Event.

Any false or misleading information shall be grounds for denying this application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

AFFIDAVIT

I, \_\_\_\_\_ declare that I am the owner (having fee title) of the property involved in this petition and that the statements herein contained, and the information herewith submitted, are in all respects true and correct to the best of my knowledge.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_