



# **Artesia International Street Fair & Diversity Festival**

**October 7, 2017 11AM-11PM**

## **VENDOR APPLICATION**

***Applications Due By Closing On The Following  
Dates:***

**Early Registration: Friday, July 15, 2017**

**Final Registration: Monday, Sept. 18, 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.

The City of Artesia is interested in having vendors which provide fun and interesting service at the event. Vendors which are only interested in providing an informational booth with flyers or leaflets do not fall into this category. All businesses which are interested in promoting their services are encouraged to provide a fun activity, craft or giveaway to be considered for participation at the event. This will not only benefit the participants, but will also draw more people into the booth. For questions or ideas, please contact the Parks and Recreation Department at (562) 860-3361.

## **Fees**

Food Vendor Fees are required for participation in the *Artesia International Street Fair & Diversity Festival*. Please see Vendor Fees and Deadlines listed on the Application.

## **Refund Policy**

If the Application is withdrawn:

- Two months or more prior to September 18, 2017, applicants will receive a full refund less 10% processing fees
- At least one month prior to September 18, 2017, applicants will receive a 50% refund.
- No refunds are available after the deadline.

## **Booth Guidelines**

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

## **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
- Tables and chairs (beyond the 1 table and 2 chairs which will be supplied)
- 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.
- Vendor Fee
- Deposit Fee



*Artesia International Street Fair & Diversity Festival*  
October 7, 2017 11AM-11PM  
**VENDOR APPLICATION**

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

Contact Name: \_\_\_\_\_

Items being sold: \_\_\_\_\_

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

Email (print clearly): \_\_\_\_\_

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

**Vendor Booth Fee:**  **Early Registration Fee \$160.00**       **Registration Fee \$250.00**

**Additional 10x10 Booth \$150.00** (Maximum of 2 Booths total for one business) Booth and walls

**Non-Profit Vendor Booth Fee: \$90.00**

(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.

**Deposit Fee: \$150.** The Deposit Fee must be submitted as a separate cashier's check or money order at the time the application and payment are submitted. The deposit will be returned if all Terms and Conditions listed below are followed.

**Terms & Conditions:**

1. 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 **Monday, September 18, 2017** (Check payable to City of Artesia)
2. 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 License Certificate is included in booth fee.
3. Vendor is responsible for all personal items.
4. Booth must be open for operation from 11am to 11:00pm.
5. See attached forms with details and guidelines for operating a Vendor booth.
6. Vendors must arrive between 8:00am and 10:00am to setup. All cars must be off the street by 10:00am.
7. Vendors must cease sales and begin cleaning up at 11:00pm. Cars may only enter the street when staff deems it safe to do so after 11:00pm. Vendors must be cleaned up and off the street by 12:00am (midnight).
8. Vendors are responsible for picking up all the trash at their booth and leaving the space in the same condition as it was found in the morning. Vendors are responsible for providing trash bags for their vendor space and bagging their internal trash.
9. If the table, 2 chairs or canopy is missing vendor is responsible for replacement fee.

*I have read the Terms and Conditions listed above and will abide by them. I understand not abiding by the Terms and Conditions will result in a loss of the Deposit Fee and may result in denial of participation in future events.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Staff Use Only: Payment Date: \_\_\_\_\_ Deposit Fee: Yes No 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 183<sup>rd</sup> St. and 188<sup>th</sup> St.

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

Purpose of Temporary Use: Participation in the Artesia International Street Fair & Diversity Festival

## Duration of Temporary Use

Starting Date: October 7, 2017 Ending Date: October 7, 2017

## Hours of Operation

Starting Time: 11:00 am Ending Time: 11:00 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: \_\_\_\_\_