



# FALL FEST

October 16, 2014

## Festival Vendor Application & Agreement

Application Deadline: WHEN FULL!

Spaces are limited so please sign up as soon as possible.

Name / Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

### Products to be sold/Description of Activity:

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Booth Fees are \$35 for a children's non-profit group and \$50 for a for-profit entity for an approximately 10'x10' space. If a larger space is needed, please inquire. This price includes 1 ten foot table and two folding chairs. We will try our best to prevent duplication of services or products among vendors.

***Access to Electricity is limited. Please inquire with the Recreation Department if it is needed.***

All spaces will be assigned at the discretion of the festival administration. Please fill out above completely and sign both forms.

Cash or check acceptable. Please make check or money order payable to: City of Avalon  
P.O. Box 707  
Avalon, CA 90704

CONTACT INFO: Jen Monroe: 310.510.0220 ext.230

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this agreement you expressly release Fall Fest and The City of Avalon, as well as the owners of the festival site of and from any and all liability for any damage, injury or loss to any person or goods which may arise from the rental and occupation of exhibit space by the applicant(s). You agree to hold The City of Avalon and the owner of the festival site harmless of any loss or damage by reason thereof. You also agree to comply with all state and local regulations in the operation of your booth. You agree that you have read and agree with the BOOTH POLICIES outlined in the attachment. The Fall Fest may choose to terminate this agreement at any time if you choose not to abide by our BOOTH POLICIES. Fall Fest reserves the right to make changes to this agreement as needed. You understand your entry fee shall not be refunded in the event that you do not attend or if all or part of the festival is canceled due to fire, calamity or any other act of God, public enemy, strikes, statutes or ordinances or any legal authority or any other cause beyond our control.

## BOOTH POLICIES

Please read the following information carefully as these policies pertain to all vendors!

### You should have:

- Quality merchandise.
- A well-maintained, safe area.
- Courteous, friendly staff.
- An attractive and professional looking booth and display.

The appearance of your booth is critical to the overall atmosphere of the audience's perception of the event. We highly encourage imaginative booth designs, flags, banners, etc. Remember, this is a Fall Autumn Festival, and all décor should represent this theme. Think **leaves, pumpkins, scarecrows**, etc.

### Booth Selection:

- Booths are selected based on the type of products or activities your booth promotes.
- We reserve the right to refuse anyone for whatever reason, and return fees.

### Booth Placement:

- Is based on when your application is received and the type of product(s) and/or activities.

**Event is rain or shine. Booth fees are non-refundable.**

### Payment:

- Cash or Check made payable to the City of Avalon.

### For each individual space purchased, you will receive:

- Approximately Ten feet of frontage space, open to the crowd.
- 1 Ten foot table
- 2 folding chairs

### Other Requirements/Information:

- If you require additional booth space, you must make ADVANCE arrangements.
- All equipment used in operating a booth during the event will be the responsibility of the vendor, including booth, tables, and chairs and removing booth materials, leftovers and trash.
- Please leave your area as clean as it was when you arrived.

### Set-up/Breakdown:

- Please show up on time for set-up. Set-up will be available from 3 PM – 5 PM.
- Remain set-up and open until 9PM.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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