City of Los Alamitos Recreation & Community Services Department

Weekend of Art

ARTS & CRAFTS VENDOR APPLICATION

Los Alamitos Community Center
10911 Oak Street
March 19, 2017
12-5 pm

Company/Organization Name: _____Contact Name:_____

Address: _____City: _____State: _____ Zip: _____

Phone: _____ Email: _____

Please provide the details of merchandise:_____ _____

Range of cost for merchandise:_____

I, the undersigned, represent the listed organization and do hereby agree to contribute the agreed upon dollar amount and to participate in the aforementioned activity and further agree to indemnify, defend, and hold harmless the City of Los Alamitos and the event sponsors or any other individuals, volunteers, or organizations associated with the above, and any of their officers, agents, or employees from any liability, claim, or action for damages resulting from or in any way arising out of, or in any way connected with participation in this activity. I further agree to abide by and enforce the rules of the City of Los Alamitos. My booth or food truck may be shut down by officials at anytime if they deem my product or marketing supplies to be unsuitable for the event participants of if they will cause damage or problems to Little Cottonwood Park. I hereby certify that, on behalf of our organization, we shall be personally responsible for any damage or unnecessary abuse of booth, grounds, or equipment by our organization. The City of Los Alamitos reserves the right to approve the groups that want to have a booth at a City sponsored event to ensure that the services and merchandise offered are consistent with the family-oriented entertainment event. The City funds a portion of the costs for the event and State Law prohibits the City from expending funds to support a campaign. As a result, no booths supporting or opposing candidates for public office, ballot measures, or other election activities other than voter registration will be permitted. Location of booth space will be made at the discretion of the City of Los Alamitos. Because of aisle clearance requirements between booths and emergency vehicle lanes, vendors will not be allowed to extend their booth beyond the allotted space. High risk vendors must submit a certificate of Liability Insurance and Additional Insured Specific Endorsement naming the certificate holder must be submitted prior to event date, for the following certificate holder: City of Los Alamitos, and its officers, employees, agents and volunteers (10911 Oak St., Los Alamitos, CA 90720).

Signature: _____ Date: _____

VENDOR INFORMATION

- This event is for arts and crafts vendors only.
- We expect approximately 150 guests.
- Applications will be accepted on a “first come, first served” basis.
- A 10’x10’ space is provided. Canopy and any additional equipment are not supplied.
- Event set up will take place between 10:30-11:30am. If you are unable to arrive during set up time you will need to hand carry your items to your booth space. Your booth will have to be set and ready to greet customers by 8:30am.
- **HIGH RISK VENDORS ONLY:** a Certificate of Insurance with the City of Los Alamitos listed as additionally insured and a SPECIFIC endorsement letter is required for participation at this event. Coverage must include $1,000,000 each occurrence and $2,000,000 general aggregate. APPLICATION WILL NOT BE PROCESSED UNTIL ALL REQUIRED DOCUMENTS ARE RECEIVED.

METHOD of PAYMENT

APPLICATION DEADLINE: WEDNESDAY, MARCH 1

☐ Vendor Booth- $35 (includes 10’x10’ space)

Print Name: _____ Method of Payment (check one): ☐ Cash ☐ MasterCard ☐ Visa ☐ Discover ☐ Check

Card Number: ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Exp Date: __ __ / __ __ CVV2 Code: ☐☐☐

Signature for Credit Card _____ Date: _____

Pay to the City of Los Alamitos.
Mail payment and application to:
City of Los Alamitos, 10911 Oak Street, Los Alamitos, 90720
or email to: mshimada@cityoflosalamitos.org
No refunds.

For more information, contact:
Event Coordinator: Megan Shimada
Email: mshimada@cityoflosalamitos.org
Phone: (562) 430-1073 ext 511